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ABSTRACT

This guide to resources in career education is divided into two parts: national resources and South Carolina resources. Both parts contain sections on resources for funding, materials, people, and programs. Additional references are provided where appropriate. For example, other national resources listed include advisory councils, associations, arts organizations and agencies, community organizations, government organizations, information systems, and journals and newsletters. In most instances entries include a contact person and address. The appendixes contain excerpts from a guide to federal agencies' career education services, a dictionary of career education terminology, a listing of ERIC abstracts on career education, and a bibliography of South Carolina-produced materials. (CSS)

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CAREER EDUCATION RESOURCES

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NATIONAL RESOURCES

IN

CAREER EDUCATION

Introduction

The purpose of this document is to provide information about the variety of resources that are available when planning for career education.

It should be noted at the outset that the information presented is only representative of existing resources. There are literally thousands of material resources in existence and most of these have already been screened, reviewed and described by various agencies, groups and organizations. Many material resources have been listed in several other broad-based guides, and, while these comprehensive lists should be cited, no real purpose would be served by duplicating these lists. The listings described later in this document should guide interested people to information about specific products that can be used to facilitate implementation of career education in existing educational programs.

Along with a continuing and growing interest in the concept of career education, the situation with regard to resources–including people, money and things is ever changing. More people are engaging in leadership roles in career education; more dollars are being made available; more resources are being developed for use in career education.

A word of caution about "representative lists" is in order. When "representative" efforts are mentioned, it is probable that readers will be aware of worthwhile efforts or resources that have not been included.

The difficulty of including all efforts as potential resources should be obvious. It is hoped that any omissions will not detract from the intent of this guide and that various omissions will not be interpreted as indicative of biases on the part of the writers.

RESOURCES AND CAREER EDUCATION

While it is not likely that all people would agree on what should be learned, many would agree that there are several basic purposes inherent in the educational process. The educational process should provide every learner with opportunities:

- To acquire the basic skills essential to all other learning;
- To develop the ability to think in a rational manner;

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- To be able to understand how wise choices or decisions are made; and
- To develop those attitudes essential to a productive, rewarding and satisfying life.

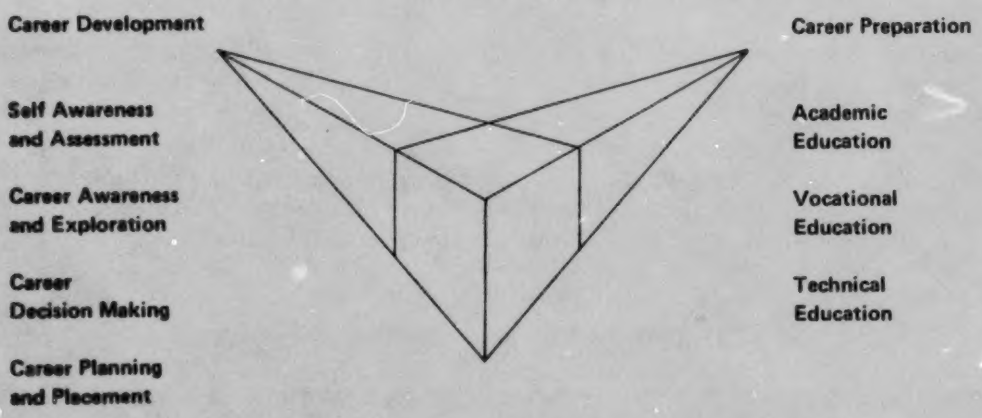
The above goals or purposes are basic to education in general. It is interesting to note that they closely resemble the goals and purposes for career education. The similarity should not be too surprising because advocates of career education suggest that through the use of the concept of career education, the overriding goals of education will be more attainable than they may have been in the past.

But if career education offers an opportunity to effect needed reforms in the educational system, and thus make possible the attainment of the goals that have been assigned to education, educators, legislators, parents, and others will need various kinds of assistance before the potential can be realized. Problems exist, and problems will need to be solved. Answers to questions will have to be provided. Truly collaborative endeavors will be required.

The term resources is used here to describe people, programs, money, and materials that can assist in the attainment of a given goal or objective (i.e., the implementation or infusion of the concepts of career education into the educational programs of our schools).

Career education is used here in the context of an educational process or system that is aimed at improving educational outcomes by relating teaching and learning activities to the concepts of career development and preparation. In scope, career education encompasses all educational experiences and includes, in addition to career development components, opportunities for career preparation.

CAREER EDUCATION


Career Development
Self Awareness and Assessment
Career Awareness and Exploration
Career Decision Making
Career Planning and Placement
Career Preparation
Academic Education
Vocational Education
Technical Education

The above model, developed by the Michigan Department of Education, clearly depicts the relationship between career development and career preparation. Obviously, both are integral parts of any career education program. The model is useful in understanding what is and is not career education–that it is not a program; that it is not anti-intellectual in nature; that it is not limited to vocational education efforts. Two points are worthy of emphasis:

> Career development may be defined as that part of the school program which develops the knowledge, skills and attitudes necessary for a person to plan, explore and establish life roles.
>
> Career preparation is that part of the school program which develops the knowledge, skills and attitudes necessary for a person to perform life roles.

The Michigan model is also useful in clarifying some of the issues that are raised when career education is discussed:

- Career education is for all learners;
- Career education is in all levels of education;
- Career education includes all work–both paid and unpaid;
- Career education includes the total community; and
- Career education is lifetime education.

RESOURCES: REAL AND POTENTIAL

There are differences in state educational structure and governance. For this reason, resources may be utilized in different ways by the various state educational systems. Of the types of resources, people are without doubt the most important for furthering the educational changes suggested by career education advocates. People, in the final analysis, are the only resources that can use other resources in a manner designed to cause events to happen. Money, program, and materials are necessary resources, but without people they would have little value.

Within the educational communities, whether at local, state or national levels, whether in the elementary/secondary or postsecondary sectors, there are multitudes of professionals who represent potential resources. The same is true of financial, program, and material resources.

Federal Resources

Congress

In terms of career education, a most important group of people are those senators and representatives who have been concerned about education–its strengths as well as its weaknesses.

An example in existing law of aid to career education is P.L. 93-380, and specifically, Section 406 of that legislation–the Educational Amendments of 1974. Section 406 of P.L. 93-380 contained provisions for the establishment of the National Advisory Council for

Career Education, the Office of Career Education and for an assessment of the status of career education across the nation. Additionally, provision for allocation of some $10 million annually to support career education efforts was also contained in the legislation.

Office of Career Education

Reference should be made to the Office of Career Education as a valuable resource. A part of the U. S. Office of Education, this office has for the past two years provided national leadership in career education. Under the direction of Dr. Kenneth B. Hoyt, the Office of Career Education has issued numerous documents relating to the status of career education, to the concept of career education, and to highly descriptive data that have been provided by career education practitioners. It has also been responsible for other activities, including a national assessment of career education practices. It is a valuable resource and should be utilized.

National Advisory Council for Career Education

While not a part of the Office of Career Education, the National Advisory Council for Career Education (NACCE), created by Section 406 of P.L. 93-830,works closely with that office. It is a valuable resource in collecting, organizing and disseminating information about career education and in developing recommendations for Congress and the U. S. Office of Education. Of particular interest is the Interim Report prepared and distributed by the Council.

National Institute of Education

Another valuable resource is the National Institute of Education (NIE). Attention should be directed to its Education/Work Task Force under the direction of Dr. Corinne Rieder and Dr. David Hampson. The Education/Work Task Force has been responsible for facilitating the development of a variety of materials and is in the process of acquiring much more useful information.

Bureau of Occupational and Adult Education

Because of the obvious interrelatedness of career education and vocational education, the Bureau of Occupational and Adult Education must be included in any listing of federal resources. Under the direction of Dr. William Pierce, the bureau initiated and supported many of the early efforts in career education. Exemplary and demonstration projects were funded and supported under provisions of Parts C and D of the Vocational Amendments (VEA) of 1968. In an effort to meet the need for curriculum resources, curriculum development projects were funded and supported under provisions of Part I of the Vocational Amendments.

Of major importance to career education are the resources that can be made available for use in vocational and technical education. Both are integral parts of the career preparation aspect of career education.

Other Departments

The preceding examples are representative of resources that can be found in the U. S. Office of Education and the National Institute of Education. Both are components of the Department of Health, Education and Welfare. There are many other resources in various other departments.

For example, the Department of Labor is engaged in many activities closely related to career education, and these activities can be viewed as resources that should be utilized. The U. S. Employment Service can provide considerable assistance to counselors, especially in the areas of manpower needs and related projects. Manpower training programs such as CETA efforts can be useful resources for local school systems.

The Department of Agriculture is also important. This department is engaged in many educational activities, and virtually all of them are useful to career education practitioners. The County Extension Programs, the Home Demonstration Programs, and the National 4-H Program are but a few of the activities sponsored or promoted by the USDA.

Many other departments of government could be listed as potential resources for career education. There is, however, one other that should be mentioned here because it is often overlooked as a resource-the Department of Defense (DOD). The Department of Defense is engaged in many educational endeavors that range from remedial to very advanced courses or programs. The Department of Defense, in one form or another, maintains and operates training facilities in virtually every metropolitan area. The educational and/or training programs, as well as the facilities, represent a large, but relatively untapped, pool of resources.

The South Carolina career education resource document includes further information on many of these federal resources. See the table of contents for specific information.

Resources Available from the State Level

The state's responsibility in providing for the education of its citizens is known. Mention should be made of the positive manner in which state legislatures have demonstrated their commitment to education through their actions. By and large, state legislatures have encouraged, facilitated and supported those educational innovations or reforms which addressed genuine needs. There is no reason to assume that they will do otherwise in the future, and it therefore would seem logical to assume that, to the degree that concepts of career education show promise for meeting real needs, state legislatures will support them. State legislatures are important resources for implementing career education in the states.

There are also departments of education in every state (even though they may not all be designated as such); there are technical schools, community colleges, colleges, and universities in every state; and there are governance structures for all levels and types of education in every state. Each is a valuable resource. Leaders in each must be identified and utilized in the implementation of career education. Identification of resources is the objective of this document. Utilization can be expanded with use of the resources.

State Agencies and Institutions

In every state there are sizable numbers of agencies and institutions that are useful resources for career education efforts. State Departments of Education, Commissions for Higher Education, State Boards for Vocational or Occupational Education, Community College Boards, and various State Advisory Councils are representative of the kinds of agencies that could serve in the resource role.

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State Departments of Education

The chief state school officer (CSSO) is responsible for the overall educational program at elementary and secondary levels in each state. Most chief state school officers have indicated support for the concept of career education and should be considered a valuable resource. Further, in every SEA there is a professional educator who has been assigned the responsibility for helping local school districts develop career education programs.

Several state education agencies have developed practical materials for use by local school districts and constitute additional resource potential.

For names of professional career education personnel in each state, see the State Directory of Contact Persons for Career Education in the section of this document titled "National: People." Resource materials are available from each state's contact person.

Postsecondary Educational Institutions

In every state, and in most extra-state jurisdictions, there are numerous institutions engaged in postsecondary educational efforts. These include trade and technical schools (private and public), community colleges, colleges, universities, and graduate schools. In the broad sense, all are engaged in some aspect of career education; all are providing opportunities for career preparation.

Trade-tech schools provide opportunities for skills development and acquisition. Community colleges provide similar opportunities. Colleges and universities–their professional schools in particular–provide for both career development as well as career preparation.

Additionally, there are, in every state, postsecondary institutions that have been given responsibility for preparing teachers. It is important to note that an increasing number of these institutions, particularly the teacher training programs, are attempting in various ways to offer career education opportunities.

Additional information about efforts of specific institutions in specific states may be found in a recent publication of the Center for Vocational Education, Career Education Personnel Development. This publication examines proposed and on-going efforts and lists and describes on-going programs in over forty institutions located in over twenty-six states. Other postsecondary schools have made major contributions to career education efforts and should not be overlooked as potential resources.

Community colleges dot the landscape in every state. The several campuses of the Northern Virginia Community College; the Red Rocks Community College in Lakewood, Colorado; Merrit College in Oakland, California; and Jefferson State Community College in Birmingham, Alabama are only a few of the post World War II institutions created for those postsecondary students desiring advanced training in the more specialized technical areas.

Mention should be made of the many private or proprietary schools that provide students with entry-level skills for technical and semiprofessional occupations. Business schools, such as Heald's Business College and the Washington School for Secretaries, radio and television repair schools, beauty colleges and barber schools, and diesel and automotive repair schools are found in every large city.

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Contact Persons

If more specific information is desired about the various efforts being made at elementary/secondary levels and in postsecondary institutions, there are several state persons who can be contacted. The chief state school officer (CSSO) and his/her staff will usually be in a position to either answer specific questions or to direct one to sources of answers. Where questions are raised about postsecondary efforts, the state higher education executive officer (SHEEO) or the director of the 1202 Planning Commission can provide answers. If questions relate directly to career or vocational education, the state directors of career education or vocational education are good sources.

Resources Available Through Local or Intermediate Districts

By 1976, of the 17,000 local school districts in the nation, nearly one-third indicated that they are involved in career education efforts. Indeed, some of the initial efforts in the development of the Comprehensive Career Education Model (CCEM) took place in local school systems: Pontiac, Michigan; Hackensack, New Jersey; Jefferson County, Colorado; Mesa, Arizona; Los Angeles, California; and Cobb County, Georgia.

Personnel in these school systems represent a relatively untapped reservoir of talent, and the materials that were developed need to be both disseminated and utilized. Other local districts, including the Denver and Jefferson County Schools in Colorado, and Anne Arundel and Montgomery counties in Maryland, have also developed programs and materials. They have been able to deal effectively with many problems associated with implementation of career education and could be used as resources.

Again, the number of resources that are available from local school systems is endless. These can be identified with the help of the state director/coordinator of career education.

Regional or intermediate educational service districts–the BOCES districts in New York and Colorado, or the Regional Educational Service agencies or centers in Iowa, West Virginia and Texas–have developed into highly competent resources. As with local districts, the resource potential of regional or intermediate districts has not been fully realized.

There are far too many intermediate type school districts that have been meaningfully involved in career education efforts to enumerate. Some examples are listed below.

Region X Education Service Center, Richardson, Texas

This program has devoted considerable time and resources to the development of various kinds of materials, including a master catalog of resources that can be used to facilitate implementation of career education approaches in local school systems.

Partners in Career Education Project, Arlington, Texas

Directed by Dr. Elvis Arterbury, this project has not only identified resources for use in career education, but has also developed them for use both in the region and the state. Especially noteworthy are the materials and instruments developed for use in needs assessment efforts.

Region V Educational Service Agency, Parkersburg, West Virginia

This agency (RESA V) works with several neighboring school systems. A major effort has been directed toward career education, and a major and comprehensive resource guide, *Career Education Curriculum Materials Resource Guide,* has been developed under the direction of Ray Miller. (This 225-page loose-leaf notebook is available at a cost of $10, from the Region V Educational Service Agency, 1210 Thirteenth Street, Parkersburg, West Virginia, as long as supplies last.)

Utilizing demonstration funds provided in the form of grants from the U. S. Office of Education (Office of Career Education) there have been other "regional" efforts to assist career education practitioners to identify and utilize resources. One such effort is located in Englewood, Colorado, where a "Career Education Resource Center" has been created.

As has been suggested, similar efforts have been made in many other states. The goals are similar: to collect and disseminate information about resources that can be useful to local teachers and administrators as they proceed to implement career education concepts.

Other Organizations or Agencies

There are, of course, numerous other organizations and agencies that are in a position to offer positive approaches to the solution of problems related to implementation of the concept of career education. Again, no attempt is made to list all organizations that have been active in the area of career education.

Regional Educational Laboratories

For the past two years, several regional educational laboratories (Far West Educational Laboratory, Berkeley, California; Northwest Educational Laboratory, Portland, Oregon; and Appalachian Educational Laboratory, Charleston, West Virginia) and similar organizations (Research for Better Schools, Philadelphia, Pennsylvania) have been engaged in developmental efforts related to what is termed Experience-Based Career Education (EBCE). This approach to career education represents one of the four models for career education that were developed some years ago by USOE. As a result of the efforts by these agencies, there are at the present time some fifty EBCE programs being field tested in local school systems throughout the nation. Reports of the EBCE program can be obtained from the National Institute of Education, which funded the developmental efforts, and from the educational laboratories. Additionally, information about the field-test sites can be obtained from either the state director/coordinator of career education or the state director of vocational education.

Other Nongovernmental Agencies

Various other national, but nongovernmental, organizations should also be mentioned as potential contributors to implementation in career education. The Chamber of Commerce of the United States, for example, has long been interested in fostering the concept of career education. With the help of some twenty-six other national organizations and associations, the chamber has developed and distributed nearly 30,000 copies of a career education monograph in which the concept is described, and in which resources (and their uses) are suggested. The monograph, *Career Education: What It Is and Why We Need It,* is available from the chamber office in Washington, and should be a high priority resource for use by community groups, legislators, educators, and others who are interested in implementing the concepts of career education.

Additionally, the organization of the chamber and its thousands of affiliated local chambers of commerce, offers a tremendous potential of resources that can be utilized by local school administrators and practitioners of career education. A further description of chamber support for career education can be found in the section, "National-Other Resources: Organizations."

In the same general context, but in a slightly different vein, mention should also be made of the potential resources that are available from professional associations (such as the Council of Chief State School Officers) and from national industrial groups (such as the United Automobile Workers). All of these organizations, which may not be in complete agreement with each other on some issues, have developed and issued statements supportive of the concept of career education. The importance of each organization, especially through localized divisions or segments, cannot be too heavily stressed.

Other Resources

Similar resources exist in a variety of modes. Some are identified and described in this document. They should be viewed as guides to other resources.

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Funding

INTRODUCTION

An important concept in the implementation of career education is the utilization of integrative techniques rather than an abundance of separately identified, separately administered, and separately funded programs in the various levels of educational institutions and programs. If one objective of education is to prepare the individual for a satisfying life—including work—it seems logical that one's educational experiences should include knowledge relevant to and specifically about work. One way educators can relay this knowledge to students is to relate the many facets of in-school study and activity to out-of-school activity. Integrating knowledge about careers and work in this manner helps to minimize the need for large financial outlays such as hiring additional personnel and constructing additional facilities.

FUNDING RESOURCES

Funding assistance can most often be obtained from four types of resources: (1) business, and business and civic organizations; (2) foundations; (3) government agencies, and (4) professional associations.

Business, and Business and Civic Organizations

Availability of funds from this source will vary from community to community and over time. A business interested in securing well-prepared employees from the community and retaining them in mutually satisfying work may be very cooperative with and supportive of career education efforts. Such an interest may best be identified by surveying businesses and business and civic organizations in a given community, such as has been and is currently being done by several local districts and postsecondary or technical institutions in South Carolina.

While many strictly local businesses and business and civic organizations may support local career education efforts, several nationwide businesses and business and civic organizations sponsor career education materials and programs in numerous areas of the United States. These may be a valuable resource for career education in areas too small to have local resources as well as in areas where a branch of the business or organization is already located. These nationwide businesses and organizations, including but not limited to General Electric, Chamber of Commerce, American Legion, and the American Legion Auxiliary, are described in detail elsewhere in this document. Please see the sections titled "National: Programs," and "National—Other Resources: Community Resources."

Foundations

A major nationwide nongovernmental source of funding for educational and non-educational programs of all types are foundations. A very complete listing of such foundations—and publications related to the listing—is published by The Foundation Center, 888 Seventh Avenue, New York, New York 10019. The publications include the following:

Foundation Center Source Book Profiles

This is a publication of descriptive profiles of companies or organizations offering grants.

Foundation Directory, fifth edition

This provides descriptions of more than 2600 foundations which have assets of $1 million or more or which make grants of $500,000 or more annually. Each foundation conforms to the general description of a "nongovernmental, nonprofit organization, with funds and program managed by its own trustees or directors, and established to maintain or aid social, educational, charitable, religious, or other activities serving the common welfare, primarily through the making of grants." The foundations which qualify for inclusion account for nearly 90 percent of the assets of all foundations in the United States and 80 percent of all foundation giving.

The directory includes information on foundation purpose and activities, names of officers and trustees, statistics on foundation assets, gifts received, total grants, and highest and lowest grants. Grants are given primarily in the fields of education, health, welfare, sciences, international activities, and religion, in that order.

The *Foundation Directory*, as well as the other publications, can be found at the South Carolina State Library, 1500 Senate Street, Columbia, South Carolina 29201, at most college libraries, and at college research offices. It can be purchased at a cost of $30.00 through:

Columbia University Press
136 S. Broadway
Irvington, New York 10533

For a sample entry, see the section of this document titled "State—Funding: Foundations."

A December 1977 computer search of the *Foundation Directory* disclosed two foundations with grants specifically for career education. The computer printouts are included here to provide the reader with insight as to the type of information included.

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Kellogg (W. K.) Foundation
400 North Avenue, Battle Creek, MI 49016 (616) 965-1221

Purpose and Activities: "To receive and administer funds for educational and charitable purposes." Aid limited to programs concerned with the application of knowledge rather than its creation through basic research. Grants to institutions and agencies in North America, Latin America, Western Europe, and Australasia. Purposes being served by currently assisted projects are: Agriculture—Increasing world food supply (communicating new technology, accommodating change through adjustment programs, developing new curricula), improving rural life (improving use of resources, strengthening higher education public service programs, promoting rural leadership, providing opportunities for the disadvantaged); Education—Improving teaching/learning in postsecondary education (increasing faculty/staff proficiency, encouraging competency-based education models), improving governance and management of postsecondary educational institutions and systems (developing administrative team leadership, furthering interinstitutional cooperation and effectiveness), coordinating and improving career education (developing new curricula and improving counseling, relating learning experiences and career opportunities), fostering access to lifetime learning opportunities (developing educational and advisory services for students returning to postsecondary institutions, providing continuing professional education, encouraging alternative educational delivery systems), strengthening voluntary human service organizations (increasing national efforts to improve and expand local unit activities, improving the quality and performance of staff and volunteer leaders); Health—Improving access to and availability of health care services (demonstrating new health care delivery systems, improving primary care services, promoting the team practice concept in educational programs and delivery systems), assuring quality health care services (developing quality assurance and biomedical engineering programs, improving emergency medical services systems, providing continuing education for health care personnel, increasing humanism in delivery systems), providing for cost containment and increased productivity of health care services (improving institutional financial management, demonstrating multihealth facility management arrangements, improving governance and management of health services), developing new approaches for disease prevention and health maintenance (developing health education programs, improving human nutrition, providing population planning education). No grants to individuals, for building or endowment funds, or operating budgets. Report published annually.

WRITE: Edward P. Sickmiller, Secretary

APPLICATION INFORMATION: Program policy statement and grant application guidelines available; initial approach by letter; submit 1 copy of proposal; no application deadline; board meets monthly.

Maytag Company Foundation, Inc., The
c/o The Maytag Company, 403 West Fourth Street North, Newton, IA 50208 (515) 792-7000

Purpose and Activities: Broad purposes; contributes to worthwhile undertakings to help fulfill the Company's role as a responsible corporate citizen. Principal interest in scholarships and career education awards for students in Newton High School and children of Company employees, with cost-of-education supplements to colleges attended by scholarship winners; matches Company employees' gifts to approved colleges up to $500 annually per employee; makes other grants to college funds and educational organizations; supports community betterment activities in Newton and areas of plant or branch operations. No grants for endowment funds.

WRITE: Betty J. Dickinson, Executive Director

APPLICATION INFORMATION: Program policy statement available; initial approach by letter; submit 1 copy of proposal; no application deadline; board meets annually in March and as required.

Foundation Grants Index

The *Index* is an annual compilation which contains information on grants awarded by more than 400 major American philanthropic foundations, representing all records from the Foundation Grants Index section of the bimonthly *Foundation News*. (Information on the *Foundation News* follows.) Information on grants given by foundations is useful in determining types and amounts of grants awarded, since foundations seldom announce the availability of funds for specific purposes. Approximately 10,000 new grant records are added to the file each year. Grants are given primarily in the fields of education, health, welfare, sciences, international activities, humanities, and religion, with education as the most favored field for foundation giving. Grants to individuals and grants of less than $5,000 are not included. Data are supplied directly by foundations to the Foundation Center. Information is also obtained from annual reports, newsletters, news releases, financial statements, and other foundation publications.

The *Foundation Grants Index* can be found at the South Carolina State Library, or purchased at a cost of $15.00 a year from:

Columbia University Press
136 South Broadway
Irvington, New York 10533

Foundation News

A bimonthly publication of the Foundation Center, it helps fund seekers to identify potential sources among the country's private, community, and corporate foundations. It may be purchased for $20.00 a year from:

Foundation Center
888 Seventh Avenue
New York, New York 10019

Information from the *Foundation Directory* and *Foundation Grants Index* is available through the computerized information retrieval service of the Education Products Center, 1209 Rutledge Building, 1429 Senate Street, Columbia, South Carolina 29201. The telephone number is (803) 758-5733.

A foundation which was among the first to directly support career education is

The Ford Foundation
Howard R. Dressner, Secretary
320 East 43rd Street
New York, New York 10017
Phone: (212) 573-500

Three foundations which have specifically expressed career education as one of their concerns are the General Electric Foundation, the Hazen Foundation, and the Spencer Foundation. Included below is the address for and a brief description of each, as found in

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Charles W. Ryan's *Career Education: A Handbook of Funding Resources*, third edition (Atlanta: Houghton Mifflin).

The General Electric Foundation
1285 Boston Avenue
Bridgeport, Connecticut 06602

The Board of Directors has insisted that its monies be used for charitable, scientific, literary, and education purposes. G.E. Foundation funds are used to "stimulate innovation and improvement in educational methods to serve more students, and to provide more competent instruction." The Educational Incentive Awards are to stimulate proposals for imaginative changes in curriculum design, teaching methodology, community involvement, administration, efficiency techniques, and others. A cooperative proposal between an LEA and a university department for development of a career education curriculum might be appropriate. Criteria for selecting winners:

1. Uniqueness.
2. Potential for dealing with significant problems facing society.
3. Prospects for improved efficiency in the educational process.
4. Transferrability to other institutions.
5. Prospects for continuing after termination of award.

The Hazen Foundation
400 Prospect Street
New Haven, Connecticut 06511

This Foundation has reassessed its role for the '70's and has identified four major areas of concern:

a. Humanizing an educational system which becomes increasingly monolithic and impersonal.
b. Opening new opportunities to a large segment of youth challenged by careers which entail service and promotion of fundamental changes in the system.
c. Supporting research in moral values and religion.
d. Working for world partnership in problem solving.

Within the limits of Foundation resources, priority will be given to: (a) experimental projects, research, and studies that focus on changing or modifying the educational system; (b) projects which focus on improving education for economically or otherwise disadvantaged youth so that they may participate and lead more satisfying lives (career education goal); (c) projects which design and test alternative modes of education, and show promise of replication elsewhere.

Inquiries of applications should be addressed to the President and should include:

Concise statement of purpose
Procedures to meet the purpose
A statement of project duration
Identification of personnel
The relation of the project to other programs in the field

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The Spencer Foundation
875 North Michigan Avenue
Chicago, Illinois 60611

The Spencer Foundation supports "disciplined research in the behavioral sciences which expand our knowledge and understanding of the problems and processes of education." A combination of research and development between the LEA and university to organize a theoretical test of career education impact on education would be appropriate. The research team from the university would design the model and test its feasibility in the classroom. Projects that focus on institutional change have been funded by the Foundation in cases where there "is clear evidence that assistance can help an institution improve its ability to do research in the behavioral aspects of education."

For information on foundations located in South Carolina, see the section of this document entitled "State–Funding: Foundations."

Other sources of funding information are the following publications:

Annual Register of Grant Support
St. Martin Press
175 Fifth Avenue
New York, New York 10010

Directory of Research Grants, 1975
Oryx Press
3930 East Camelback Road
Phoenix, Arizona 85018

Marquis Academic Media
Marquis Who's Who
200 East Ohio
Chicago, Illinois 60611

Guide to Grants, Loans, and Other Types of Government Assistance Available to Students and Educational Institutions
Public Affairs Press
419 New Jersey Avenue, SE
Washington, D.C. 20003

The *Annual Register of Grant Support* is geared to provide the educational and professional community with a comprehensive listing of extramural funding agencies. Included here is a sample entry from this publication.

THE DANFORTH FOUNDATION [*]
222 South Central Avenue
St. Louis, Missouri 63105
(314) 862-6200

TYPE: Grants reflect the following areas of concern for people and values:

Education

1. Learning and Teaching, improvement of college teaching, graduate education, and the liberal arts.
2. Institutional and Campus Affairs, collegiate institutional development and improvement of campus life.
3. Pre-Collegiate education primarily for improvement of secondary education.

Urban Affairs (directed primarily to metropolitan St. Louis)

1. Projects having an educational character, including improvement of schools.
2. Training programs in urban affairs.
3. Development of new knowledge concerning urban problems.

ELIGIBILITY: Grants are made to schools, colleges, universities, and other public and private agencies. In addition, assistance is provided to individuals through programs administered by the Foundation.

FINANCIAL DATA: Grants vary in amount, depending upon the needs and nature of the request.

APPLICATION INFORMATION: No official application forms are issued. Prospective applicants should submit a proposal which describes the project in terms of aims, methodology, personnel involved, and amount of funding needed. Proposals from individuals should have the approval of an administrative officer of the institution or agency with which the applicant is affiliated.

ADDRESS INQUIRIES TO: The Danforth Foundation, 222 South Central Avenue, St. Louis, Missouri 63105.

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[*] *Annual Register of Grant Support,* 1973/74, p. 280.

Federal Government

Information on the early funding of career education has been described as "imprecise and possibly inflated." Perhaps such has resulted from the varied sources, many comparatively indirect, of funding for career education efforts. The sources are presented here in a chronological, modified outline format to facilitate understanding these sources.

Legislation[*]

Fiscal Year 1972

Source: Section 131 (a) of Part C of the Vocational Education Amendments of 1968 (Public Law 90-576); discretionary fund monies.

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[*] Source of information on Funding 1972 through 1975: Herr, Edwin L., *The Emerging History of Career Education: A Summary View* (Washington, D.C.: National Advisory Council on Career Education, 1976).

Purpose: For experimental, developmental, and pilot projects to "enable each state to establish its own demonstration, testing, and development site for a career education program."

Amount: $9 million

Note: The Office of Education advised that additional monies would be needed and that fund seekers should try for monies from (1) the Elementary and Secondary Education Act, (2) Education Professions Development Act, and (3) various other parts of the Vocational Education Act Amendments—Part B: Basic Grant Funds; Part D: Exemplary Program Funds; Part G: Cooperative Vocational Education Funds; and Part H: Work Study Funds.

The Office of Education also advised it would be necessary for state and local governments to allot funding for career education activities.

Fiscal Year 1973

Sources: Section 142 (c), Part D of the Vocational Education Amendments Act, in addition to those funds from Part C as noted in FY 1972; Part I of the Vocational Education Amendments Act; Manpower Development Training Act; Education Professions Development Act; Higher Education Amendments; Elementary and Secondary Education Act of 1965; and Education of Handicapped Act, Parts B and F.

Purpose: Exemplary projects

Amount: Total of $43,242,028, of which 71 percent or $30,934,154 was from Vocational Education Act Amendments.

Fiscal Year 1974

Source: Vocational Education Act Amendments

Note: Further information on FY 1974 not available in reference.

All career education support from federal resources for 1971 through 1974 was from the use of discretionary funds.

Fiscal Year 1975

Sources: Section 406 of Title IV, Education Amendments Act of 1974 (Public Law 93-380)—direct support of career education—which extends and amends the Elementary and Secondary Education Act of 1965; and discretionary funds from the United States Office of Education.

Purpose: To demonstrate effective methods and techniques to develop exemplary career education models.

Amount: From Education Amendments Act of 1974; $10 million; amount from discretionary monies not specified in reference.

Note: Funding from the Vocational Education Act Amendments of 1968; Parts C, D, and I were phased out in June 1975.

Career Education Incentive Act of 1977

In late 1977, the federal Congress passed the Career Education Incentive Act with five-year appropriations for elementary/secondary level and postsecondary level for the fiscal years 1979 through 1983. Allotments to states are based on the ration of a state's population aged five through eighteen as related to the total United States population aged five through eighteen. However, each state was allotted a minimum of $125,000 per fiscal year. The following information on the Act, from *Career Education News and Notes* of the Council of Chief State School Officers, outlines the intent of the Act. Funds from this Act had not been appropriated as of January 31, 1978.

STATE ASSURANCES

Eleven Points

Every state desiring to receive funds appropriated under Section 4 for Fiscal Year 1979 shall submit to the commissioner an application containing assurances that:

- SEA will be the agency responsible for planning the use, and administering the expenditure of funds;
- State legislature and governor notified;
- Prior fiscal effort will be maintained;
- State will pay for non-federal share of costs (FY 80 . . . .);
- Effort to integrate career education into regular education programs will be made;
- All educational programs . . . . not solely vocational education;
- Career education programs coordinated by a state coordinator of career education;
- Appropriate staff will be provided;
- State plan will be continuously reviewed and amendments submitted when necessary;
- Funds will be utilized and distributed as per provisions of the law;
- At least 15 percent of state's grant will be used to develop and implement comprehensive career guidance services.

USE OF FUNDS

Funds may be used only to pay the federal share of the total costs of:

Employing such additional state educational agency personnel as may be required for the administration and coordination of programs assisted under this Act;

Providing state leadership for career education, either directly or through arrangements with public agencies and private organizations (including institutions of higher education), in:

(a) conducting in-service institutes for educational personnel;

(b) training local career education coordinators;

STATE

(c) collecting, evaluating, and disseminating career education materials on an instrastate and interstate basis with special emphasis on overcoming sex bias and stereotyping;

(d) conducting statewide needs assessment and evaluation studies;

(e) conducting statewide career education leadership conferences;

(f) engaging in collaborative relationships with other agencies of state government and with public agencies and private organizations representing business, labor, industry and the professions and organizations representing the handicapped, minority groups, women, and older Americans; and

(g) promoting the adaptation of teacher-training curricula to the concept of career education by institutions of higher education located in the State;

Making payments to local educational agencies for comprehensive programs including:

(a) instilling career education concepts and approaches in the classroom;

(b) developing and implementing comprehensive career guidance services;

(c) developing and implementing collaborative relationships;

(d) developing and implementing work experiences;

LOCAL

(e) employing coordinators of career education in local educational agencies;

(f) training of local career education coordinators;

(g) providing in-service education for educational personnel, especially teachers, counselors, and school administrators;

(h) conducting institutes for members of boards of local educational agencies, community leaders, and parents;

(i) purchasing instructional materials and supplies for career education activities;

(j) establishing and operating community career education councils;

(k) establishing and operating career education resource centers;

(l) adopting, reviewing, and revising local plans for coordinating the implementation of the comprehensive program; and

(m) conducting needs assessments and evaluations; and

Reviewing and revising the state plan.

Other Possible Government Funding Sources

Youth Employment and Demonstration Act of 1977 (YEDPA)

This act, Public Law 95-93, is referred to as the "Youth Jobs Bill" and is described by the following points:

1. Adds two amendments to the Comprehensive Employment and Training Act (CETA) of 1973.
2. Provides funding for fiscal year 1978.
3. Includes two titles.
4. Sponsor: United States Department of Labor (with the Department of Health, Education, and Welfare cooperating).
5. The Secretary of Labor's Discretionary Project National Occupational Information Coordinating Center will (as one purpose) encourage and assist in career counseling services as related to the program.

The following Summary of Provisions of the Act provides greater detail. For more information, contact the United States Department of Labor, Employment and Training Administration, Office of Youth Programs, Washington, D. C.

P.L. 95-93

SUMMARY OF PROVISIONS OF THE YOUTH EMPLOYMENT AND DEMONSTRATION PROJECTS ACT OF 1977

Public Law 95-93
Title I

Title I adds a new Title VIII to CETA: Young Adult Conservation Corporations.

Description of program. A year-round program employing youths in conservation projects to maintain and improve public parks, forests and recreational areas (both federal and non-federal).

Administration. The Secretary of Labor administers the Corps through interagency agreements with the Secretaries of Agriculture and Interior. Enrollees are selected by Agriculture/Interior only from candidates referred by Labor. Interior and Agriculture are responsible for the management of centers on public lands and waters under their respective jurisdictions. Thirty percent of the funds are earmarked for state and local programs. (Funds youths from area of high unemployment, 6.5 percent or higher.)

Eligible participants. Unemployed youths aged 16 through 23.

Funding. "Sums as necessary" are authorized for fiscal years 1978-80. Thirty percent of the funds for this title are reserved for state and local programs and are allocated on the basis of the total youth population within each state.

Title II

Title II adds a new part to Title III of CETA authorizing: (a) Subpart I—Youth incentive entitlement pilot projects (15 percent of Part C funds are available for this subpart); (b) Subpart 2—Youth community conservation and improvement projects (15 percent of Part C funds are available for this subpart); and (c) Subpart 3—Youth employment and training programs (70 percent of Part C funds are available for this subpart).

1. Youth Incentive Entitlement Pilot Projects

Description of program. Selected prime sponsors receive funds to demonstrate the project's efficacy of guaranteeing employment and/or training to economically disadvantaged in-school youth or youth willing to return to school to seek a high school diploma or its equivalency.

Administration. The Secretary of Labor selects prime sponsors from areas with differing socio-economic and regional circumstances. Specific criteria for selection are to be established by the Secretary of Labor.

Eligible participants. Economically disadvantaged youths, aged 16 through 19, who are in school or willing to return to school to seek a high school diploma or its equivalency.

Funding. Fifteen percent of the funds authorized for Part C of Title III are available for the youth entitlement program. For Part C, "sums as necessary" are authorized for fiscal year 1978 (only). There is no allocation formula for the youth entitlement program; the Secretary of Labor selects prime sponsors to carry out the program.

2. Youth Community Conservation and Improvement Projects

Description of program. The Secretary of Labor provides to eligible applicants for community conservation and improvement projects which provide eligible youths with employment, work experience, skill training, and opportunities for community service.

Administration. Projects are developed by project applicants (state and local governments and agencies, local educational agencies, community-based organizations, and others) and reviewed and approved by prime sponsors (and other eligible applicants) as is done under Title IV of CETA. Approved projects are then forwarded to the Secretary of Labor for final approval.

Eligible participants. Unemployed youths, aged 16 through 19, both in school and out of school.

Funding. Fifteen percent of the funds authorized for Part C of Title III are available for community conservation and improvement projects. For Part C, "sums as necessary" are authorized for fiscal year 1978 (only). (16- to 19-year-olds)

Seventy-five percent of the funds available for the projects are to be allocated to states based on their relative shares of unemployed persons (minimum of 0.5 percent for each state; 0.5 percent for U. S. territories). Two percent of the funds are available for projects for Native American youths.

Two percent of the funds are available for youths in migrant and seasonal farmworker families. The remaining twenty-one percent of the funds are Secretary's discretionary funds.

3. Youth Employment and Training Programs

Description of program. The Secretary of Labor funds a broad variety of employment and training programs designed to enhance the job prospects and career opportunities of young persons. In addition to useful work experience opportunities in community betterment activities, other appropriate training and services such as outreach, counseling, occupational information, education to work transition, institutional and on-the-job training, job restructuring and child care services are authorized. There are special set-asides of funds for in-school programs for youth and for statewide youth services. In addition, the Secretary of Labor is authorized to carry out innovative and experimental programs to test new approaches for dealing with the unemployment problems of youth.

Administration. The Secretary of Labor distributes funds on a formula basis to prime sponsors for the basic youth employment and training program, and to governors for statewide programs. Governors or prime sponsors enter into contracts with project applicants (state and local governments and agencies, local educational agencies, community-based organizations, and others) and private-for-profit employers to operate the basic program. Governors and prime sponsors may also directly operate such programs (after consultation with community-based organizations and non-profit groups).

There is a special set-aside of funds for programs for in-school youth, to be carried out pursuant to agreements between prime sponsors and local education agencies.

States receive earmarked funds for special statewide youth services, such as providing labor market and occupational information to prime sponsors and local educational agencies, and establishing cooperative efforts between state and local institutions.

In addition, the Secretary of Labor is given broad discretionary authority to carry out innovative and experimental programs, either directly or through contracts with prime sponsors, public agencies and private organizations. Such programs may include cooperative arrangements with educational agencies.

In carrying out such programs, special consideration is to be given to community-based organizations.

Eligible participants. Eligible youths must be age 16 through 21 who are unemployed, underemployed or in school, and who are members of families whose family income does not exceed 85 percent of the BLS lower living standard budget. However, the Secretary of Labor may prescribe regulations permitting youths aged 14-15 to participate. Also, 10 percent of the funds may be used for programs which include youths of all economic backgrounds.

Funding. Seventy percent of the funds authorized for Part C of Title III are available for youth employment and training programs. For Part C, "sums as necessary" are authorized for fiscal year 1978 (only). Seventy-five percent of these Subpart 3 funds are available to prime sponsors for youth employment and training programs (of which 22 percent is reserved for in school youth programs pursuant to agreements between prime sponsors and local educational agencies).

An amount equal to 5 percent of total Part C funds is reserved for special statewide youth services.

Funds for the above state and prime sponsor operated programs are allocated by formula based on the following factors: 37.5 percent based on total unemployment; 37.5 percent based on unemployment in areas having unemployment rates of 6.5 percent or higher (CETA Title II areas); and 25 percent based on the number of individuals in low-income families (Title I low-income factor).

An amount equal to 2 percent of the total Part C funds (less the amount available for Native American youths under Subpart 2 youth community conservation and improvement projects) is available for Native American programs under Subpart 3.

An amount equal to 2 percent of total Part C funds (less the amount available for youths from migrant and seasonal farmworker families under Subpart 2) is available for programs for youths from migrant and seasonal farmworker families under Subpart 3.

The remaining Subpart 3 funds can be used at the Secretary's discretion for innovative and demonstration programs. (However, between $3-5 million is to be transferred to the National Occupational Information Coordinating Committee.)

4. General Provisions

Subpart 4 of Part C contains wage provisions, program conditions and a provision designed to encourage the granting of academic credit for competencies derived from work experience obtained through Part C programs.

Title III

Title III of the bill contains miscellaneous provisions, including:

Amending CETA to broaden the definition of groups eligible for programs to include Hawaiian natives. The new designation is "Native American Programs."

Amending CETA to waive for fiscal year 1978 the limitation in section 4(e) of CETA preventing more than 20 percent of funds appropriated for CETA to be used for Titles III and IV.

Adding a provision requiring the Secretary of Labor to take appropriate steps to increase the participation of veterans under age 35 in CETA programs.

Amending Titles II and VI of CETA to provide that, in filling teaching positions in elementary and secondary schools, each prime sponsor must give special consideration to unemployed persons with previous teaching experience who are certified by the state (and otherwise eligible).

General Revenue Sharing

Local districts seeking funding should inquire with local governments as to funds possibly available from general revenue sharing monies. For a description of this resource, see James J. Marshall's *1977 Federal Funding: Guide for Elementary and Secondary Education* (Washington, D. C.: Education Funding Research Council, 1977, pages A-21 through A-23).

National Institute of Education

The National Institute of Education, an affiliation of the United States Office of Education, also granted monies to states from the early days of career education. Their grants are as follows (approximations):

1972: $17 million
1973: $19 million
1974: $16 million
1975: $22 million

Institute funds are unallocated funds and are awarded at the discretion of the director, often for research activities and data producing activities. Unsolicited proposals are accepted for consideration.

Direct, Discretionary Grant Program

Information on closing dates and application procedures for fiscal year 1978 programs were outlined in the October 12, 1977 *Federal Register,* Vol. 42, No. 197, Part II. The *Federal Register* is a government document containing records of all Congressional meetings, and can be obtained by subscription through the:

Superintendent of Documents
Government Printing Office
Washington, D. C. 20402

The index costs $8.00 per year, and the *Register* cost is $50.00 per year. Many school districts purchase this publication.

An example in which the format appears is as follows:

CFDA–13,554—CAREER EDUCATION PROGRAM

Closing Date—January 18, 1978

(a) *Application forms and information.* Application forms are being prepared but are not yet available. It is anticipated that the application forms and program information packages will be ready for mailing on or about October 21, 1977.

Applications must be prepared and submitted in accordance with the regulations, instructions, and forms included in the program information packages.

(b) *Applications sent by mail.* An application sent by mail should be addressed: U. S. Office of Education, Application Control Center, Attention: 13: 554, Washington, D. C. 20202. Applications must be received by the Application Control Center on or before the closing date.

An application sent by mail will be considered to be received on time by the Application Control Center if:

(1) The application was sent by registered or certified mail not later than January 13, 1978, as evidenced by the U. S. Postal Service postmark on the wrapper or envelope, or on the original receipt from the U. S. Postal Service; or,

(2) The application is received on or before the closing date by either the Department of Health, Education, and Welfare or the U. S. Office of Education mail rooms in Washington, D. C. In establishing the date of receipt, the Commissioner will rely on the time-date stamp of these mail rooms or other documentary evidence of receipt maintained by the Department of Health, Education, and Welfare, or the U. S. Office of Education.

(c) Hand-delivered applications. An application to be hand-delivered must be taken to the U. S. Office of Education, Application Control Center, Room 5673, Regional Office Building Three, 7th and D Streets, S. W., Washington, D. C. Hand-delivered applications will be accepted daily between the hours of 8 a.m. and 4 p.m. Washington, D. C. time except Saturdays, Sundays, or Federal holidays. Applications will not be accepted after 4 p.m. on the closing date.

(d) *Program information.* Applications are being accepted from State and local educational agencies, institutions of higher education, and other public and private agencies, organizations, associations, institutions, and individuals for grants and assistance contracts to support projects to demonstrate the most effective methods and techniques in career education and to develop exemplary career education models (including models in which handicapped children receive appropriate career education either by participation in regular or modified programs with nonhandicapped children or, where necessary, in specially designed programs for handicapped children whose handicaps are of such severity that they cannot benefit from regular or modified programs).

In formulating applications, potential applicants should be aware of the amount of funds available for career education grants and assistance contracts for Fiscal Year 1978. It is anticipated that grants and assistance contracts will be awarded in each of the categories specified in 45 CFR 160d.5, with the total amount of the awards in each category being approximately as follows: (a) incremental improvements in K–12 career education programs–$1,000,000, (b) demonstrations in such settings as the senior high school–$250,000, the community college–$150,000, adult and community education agencies–$150,000, and institutions of higher education–$150,000, (c) demonstrations for such special segments of the population as handicapped–$75,000, gifted and talented–$400,000, minority youth–$600,000, low income youth–$600,000, and to reduce sex stereotyping in career choices–$500,000, (d) demonstrations of the training and retraining of persons for conducting career education programs–$1,000,000, and (e) communication of career education philosophy, methods, program activities, and evaluation results to career education practitioners and to the general public–$1,200,000. It is expected that a total of about 75 awards will be made in the above categories, and that the average amount per award will be approximately $90,000.

All of these will be new awards; no funds are reserved for continuation awards. Projects are normally one year in duration.

In addition to the grants and assistance contracts awarded pursuant to this notice, it is anticipated that approximately $3,385,000 worth of procurement contracts in career education will be awarded during Fiscal Year 1978. Requests for proposals for these procurement contracts will be published in the Commerce Business Daily at a later date.

(e) *State comment.* All applicants must furnish an information copy of their application to the State educational agency of the State within which the applicant is located. This information copy must be submitted to the State Coordinator of Career Education, as designated by the Chief State School Officer, concurrently with the submission of the application to the U. S. Office of Education. The application submitted to the U. S. Office of Education must contain a statement that this has been accomplished. State educational agencies wishing to submit advice and comment on any application originating within their State may do so by forwarding that advice and comment to the Office of Career Education, at the address in paragraph (f) below.

(f) *For further information and forms contact:* Dr. Sidney C. High, Jr., Office of Career Education, U. S. Office of Education, 400 Maryland Avenue, S.W. (Room 3100, ROB No. 3), Washington, D. C. 20202; (202) 245-2331.

(g) *Applicable regulations.* The regulations applicable to the Career Education Program are the Office of Education General Provisions Regulations (45 CFR Parts 100, 100a, and appendices), the regulation for the Special Projects Act (45 CFR Part 160, especially Part III in the Appendix) published in the FEDERAL REGISTER on July 15, 1976, and the regulation for the Career Education Program (45 CFR Part 160d), published in the FEDERAL REGISTER on May 13, 1976.
(20 U.S.C. 1851-1853 and 1865; 45 CFR Part 160 and Part 160d.)

Once again, as with several resources noted in this document, although programs or dates noted may be in the past they should be considered and investigated as potential sources for funding of present and/or future proposals.

Since career education is an integrative program, fund searchers might find indirect support through grants available to other educational areas. The following table of "Program Titles and Closing Dates" from the same *Federal Register* issue, Page 55005, may supply ideas for indirect funding sources.

I. New closing dates and closing dates announced previously

CFDA No.	Program title	Closing date
*13.451A and B	Handicapped personnel preparation	Oct. 14, 1977
*13.438, 439 and *13.440, 441.	Fulbright Hays training grants	Nov. 4, 1977
*13,443	Handicapped research and demonstration:	
	(1st cycle)	Nov. 8, 1977
	(2nd cycle)	Mar. 17, 1978
*13.444A	Handicapped children's early education program (new awards)	Nov. 9, 1977
*13.403D	Bilingual education—basic programs (new awards and noncompeting continuations).	Nov. 15, 1977
*13.403E	Bilingual education—training program (new awards and noncompeting continuations).	Do.
*13.403G	Bilingual education—support services (new awards and noncompeting continuations).	Do.
*13.403F	Bilingual education—fellowship program (new awards and noncompeting continuations).	Do.
*13.403H	Bilingual education—contracts for coordination of technical assistance by State educational agencies (noncompeting continuations).	Do.
*13.435B	Graduate and undergraduate—international studies program (new awards)	Nov. 18, 1977
*13.562C	Gifted and talented model projects (competitive contracts)	Nov. 21, 1977
*13.562A	Program for the gifted and talented	Do.
*13.562A and B	Gifted and talented (competitive continuations)	Do.
*13.444B	Handicapped children's early education program—outreach projects (noncompeting continuations).	Nov. 23, 1977
13.503 A and B	Vocational education graduate leadership development program:	
	Institutional applications	Nov. 28, 1977
	Individual applications	Feb. 6, 1978
*13.443C	Handicapped research and demonstration field initiated studies	Dec. 7, 1977
13.468	Library training program	Dec. 9, 1977
13.475	Library research and demonstration program	Do.
*13.561	Metric education program	Dec. 12, 1977
*13.564	Consumers' education program	Dec. 16, 1977
13.434	Foreign Language and area studies fellowship program	Dec. 20, 1977
13.549	Ethnic heritage studies program	Do.
13.566	Arts education program	Dec. 29, 1977
13.543	Educational opportunity centers	Jan. 4, 1978
13.482	Special services for disadvantaged students	Do.
13.488	Talent search	Do.
13.492	Upward bound	Do.
13.436	Foreign language and area studies research program	Jan. 6, 1978
13.433 A and B	Follow through—local project grants and sponsor grants	Jan. 9, 1978
13.433C	Follow through—technical assistance	Do.
13.563	Community education program	Jan. 11, 1978
13.565	Women's educational equity act program:	
	(New awards)	Jan. 12, 1978
	(Noncompeting continuations)	Apr. 14, 1978
13.588	Bilingual vocational instructor training program	Jan. 13, 1978
13.435 A and B	International studies centers and graduate and undergraduate international studies programs (noncompeting continuations)	Jan. 16, 1978
13.555	Public service fellowships and institutional grants	Do.
13.510	Cooperative education program	Do.

13.533B	Right to Read state leadership and training program	Jan. 17, 1978
13.554	Career education program	Jan. 18, 1978
13.522	Environmental education program	Jan. 20, 1978
13.569	Indian fellowship program	Jan. 23, 1978
13.558	Bilingual vocational training program	Jan. 25, 1978
13.535 A and B	Special programs and projects to improve educational opportunities for Indian children	Jan. 27, 1978
13.551	Indian education—grants to non-local educational agencies	Do.
13.536	Special programs relating to adult indian education	Jan. 31, 1978
13.533G	Right to read reading improvement projects (new awards)	Feb. 3, 1978
13.534	Indian elementary and secondary school assistance—grants to local educational agencies	Feb. 10, 1978
13.578	Vocational educational teacher certification fellowship program	Feb. 17, 1978
13.406	College library resources program	Feb. 21, 1978
13.444A	Handicapped children's early education model demonstration projects (noncompeting continuations)	Feb. 24, 1978
13.444B	Handicapped children's early education program—outreach projects (new awards)	Mar. 1, 1978
13.568	Contract program for Indian tribes and Indian organizations	Mar. 13, 1978
13.567	Domestic mining and mineral and mineral fuel conservation—fellowships	Mar. 17, 1978
13.533E	Right to read reading academy program (noncompeting continuations)	Apr. 3, 1978
13.533G	Right to read reading improvement projects (noncompeting continuations)	Do.
13.533H	Right to read special emphasis projects	Do.
13.576	Strengthening research library resources program	Apr. 11, 1978
13.444C	Handicapped children's early education program—State implementation grants (new awards and noncompeting continuations)	Apr. 14, 1978
13.489B	Teacher corps "Twelfth Cycle" projects	May 26, 1978

*Closing date previously announced.

References on Possible Government Funding Sources

General Resources

ERIC System

A nationwide computerized information system known as ERIC is maintained for the purpose of facilitating dissemination of information on various aspects of education in the United States, including career education. Copies of abstracts on reports, documents, and journal articles pertaining to an aspect of education—such as career education—can be obtained from ERIC. Readers of this document may inquire about procedures for requesting information through ERIC by contacting:

The Education Products Center
1209 Rutledge Building
1429 Senate Street
Columbia, South Carolina 29201
Phone: (803) 758-5733

A computerized search of ERIC for information relevant to career education was requested in June 1977 by the career education staff in the South Carolina Department of Education. The resulting abstracts of reports, documents, and journal articles included information or career education in the following educational categories: elementary, middle/junior high school, secondary, postsecondary, adult, vocational education, handicapped, and special education, and disadvantaged.

In addition, a detailed index of these abstracts within each of the categories was developed. While the abstracts themselves are not included in this document, the detailed indexes are and can be found as "Appendix C: Index of ERIC Abstracts, Career Education." The reader searching for information (ED numbers) or educational journal articles (EJ numbers) can obtain whatever is desired by requesting the ED or EJ numbered abstract through the Education Products Center address noted above. For information on obtaining a copy of the edited abstract contact:

M. Ellen Tollison
State Coordinator, Career Education
906-B Rutledge Building
1429 Senate Street
Columbia, South Carolina 29201
Phone: (803) 758-3241

Appendix A: Federal Agencies for Career Education Services

In addition to the federal legislation channeling funds through the Office of Education, Office of Career Education, other federal agencies whose responsibilities relate to various aspects of the world of work, such as the Department of Labor, have programs and funds which, while not specifically earmarked and identified in career education terminology, do include activities and materials supportive of career education. A detailed publication has been compiled outlining the agencies' involvement in career education and is included in this document as a primary resource on funding. It can be found as "Appendix A: Federal Agencies for Career Education Services" in this document. It is especially valuable in that it (1) has been organized to provide answers to many questions a reader may have, and (2) it was prepared by personnel from within the various federal agencies.

Federal Funds: Guide to OE-Administered Programs

Because many funds from the federal government are for a limited time period, such as one or two years, information about funding is continually being revised and distributed in new publications. One such publication is entitled *Federal Funds: Guide to OE-Administered Programs, Fiscal Year 1977* and is available as follows:

Individual copies: OE Guide FY '77
United States Office of Education
Washington, D. C. 20202

Additional copies: Superintendent of Documents
Government Printing Office
Washington, D. C. 20402

Charge for additional copies is $ .35 each. Include Stock No. 017-080-01653-2 with your request.

A yearly update of this publication appears in the January/February edition of the educational journal *American Education,* available from the South Carolina State Library, 1500 Senate Street, Columbia, South Carolina 29201.

1977 Guide to Federal Funding for Elementary and Secondary Education

A privately produced publication, *1977 Guide to Federal Funding for Elementary and Secondary Education,* is a particularly valuable resource on federal funding information. It is available from:

James J. Marshall, Publisher
Education Funding Research Council
752 National Press Building, N. W.
Washington, D. C. 20045

The guide includes specific funding information for career education, and "how to" information such as sections on "How the Federal Government Dispenses Money," "Reading Regulations," "Tips From the Office of Education on Writing Your Proposal," "Glossary of Budget Terms," "Abbreviations and Acronyms," and "A Look at General Revenue Sharing as a Potential Funding Source for Education."

Career Education: A Handbook of Funding Resources

A particularly valuable reference publication is Charles W. Ryan's *Career Education: A Handbook of Funding Resources,* third edition (Atlanta: Houghton Mifflin Co., 1975). Reproduced here is the table of contents from that publication, to alert the fund seeker as to the value of this reference.

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Appendix G on pages 48 and 49 of Ryan's Handbook notes 1974 federal resources for career education and is reproduced here to provide potential funding source ideas for future programs.

Guide to Federal Resources for Career Education *

Legislation	Purpose	Where to Apply
Vocational Education Act, 1963, Amended 1968	Maintain, extend, improve vocational educational programs, develop programs in new occupations	State Board of Vocational Education
National Defense Ed. Act	Strengthen instruction in 10 important subjects	State Department of Education
Elementary and Secondary Education Act, Title I	Meet educational needs of deprived children	SDE
ESEA, Title II	School library resources and instructional material	SDE
ESEA, Title III	Support educational centers in-school and provide additional services	SDE or USOE's Division of Plans and Supplementary Centers
Manpower Development and Training Act of 1962, as amended	Provide training programs to prepare persons for work in critical employment fields	State Board of Vocational Education
Cooperative Research Act (Amended by ESEA Title IV)	Demonstrate Career Education	OE's National Center for Educational Research and Development
Higher Education Act of 1965, Title II-B	Develop demonstration projects in areas of specialized services for improvement of library information practices and principles	Division of Library Program Bureau of Libraries and Educational Technology, USOE, 400 Maryland Avenue, SW., Washington, D. C.

Education Professions Development Act, Part D and Part F	Recruit and train individuals in the community to provide volunteer service in LEA's Career Education added to the vocational personnel development section.	OE's EPDA Coordinators
Johnson–O'Malley Act June 4, 1936	Provide Educational Services (Career Ed.) to Indian children residing within the district served	Bureau of Indian Affairs, Dept. of the Interior
Neighborhood Youth Corps Economic Opportunity Act of 1964, as amended, Title I	Provide that low-income students earn sufficient funds to remain in school while receiving work experience; provide work experience	Regional Offices of Manpower Administration
Indian Education Act of 1972	Part A provides grants to school systems for development of programs responsive to special needs of Indian students. Part B provides funds for projects in bilingual-bicultural education, compensatory and cultural enrichment, dropout prevention and vocational training.	Office of Indian Education, United States Office of Education
Emergency School Aid Act of 1972 (See Education Amendments of 1972, Appendix K)	Provides federal aid to school districts and nonprofit groups engaged in eliminating, reducing, or preventing minority group isolation in elementary or secondary schools.	Commissioner, United States Office of Education

**The above examples are illustrative of Federal Assistance Programs. To secure a copy of 1974 Catalog of Federal Domestic Assistance, write Supt. of Documents, U. S. Government Printing Office, Washington, D. C.*

Sample of Career Education Curriculum Development Activities

An ERIC abstract of an October 25, 1972 educational document notes funding sources for career education-related programs with approximate program dates of 1969-1974. While these programs may no longer be in operation, the reader should investigate the possibility of future funding from the sponsor. The document is entitled: "A Sample of On-going Career Education Curriculum Development Activities of Federal Agencies," a report to the Federal Interagency Committee on Education from Instructional Materials Program, Northwest Regional Educational Laboratory, 710 Southwest Second Avenue, Portland, Oregon 97204.

According to the document, federal agencies funding programs included:

National Institute of Health, Bureau of Health Manpower Education

Social Rehabilitation Service

Manpower Administration, Department of Labor

Environmental Protection Agency, Water Quality Office

United States Coast Guard

Civil Service Commission

Publications of the Federal Government

Unless noted otherwise, for the following publications or references for funding resources, send money order with request to:

Superintendent of Documents
Government Printing Office
Washington, D. C. 20402

A Compilation of Federal Education Laws

Through 1974, prepared for use of the House Committee on Education and Labor and the Senate Committee on Labor and Public Welfare; February 1975. Publication No. 44078.

American Education

This journal covers preschool through adult education, new research and demonstration projects, major education legislation, school and college bond data, grants, loans, contracts, and fellowships. (Monthly except August–September and January–February which are combined issues.) Cost: $13.50 a year; $1.40 single copy. Catalog No. HE5.75.

Catalog of Federal Domestic Assistance

Looseleaf form. Assists in identifying types of federal domestic assistance available, describing eligibility requirements, and indicating how to apply for specific types of assistance. June 1976. Cost: $16.00 (without binder).

Code of Federal Regulations: 45 Public Welfare

Parts 1–99, revised as of 10–1–76	$3.45
Parts 100–199, revised as of 10–1–76	$10.00
Parts 200–499, revised as of 10–1–76	$3.15
Parts 500–end, revised as of 10–1–73	$2.35

These four (4) volumes give the complete rules and regulations of Title 45, in which most all educational program guidelines are found as of the date indicated.

Congressional Directory

Contains data on Senate and House members listed by state and district, committee membership, terms of service, administrative assistant and/or secretary, room, and telephone. Also lists officials of courts, military establishments, other federal departments, D. C. government, governors of states and territories, foreign diplomats. Cost – hardbound edition, thumb indexed: $11.00; hardbound edition, plain: $7.50; paperback edition: $5.75. Stock numbers – hardbound, thumb indexed: 5270-02066; hardbound, plain: 5270-02065; paperback: 5270-02064.

Congressional Record

Verbatim official report of proceedings of open sessions of Congress. (Daily, when Congress is in session.) $45.00 a year. Catalogue No. X/a: (cong.).

Federal Circular A-95

Clearinghouse procedures. Order from Intergovernmental Divison, Office of Management and Budget, Executive Office Building, Washington, D. C. 20503. No charge.

Federal Circular A-95: What It Is and How It Works

Describes the concept behind the A-95 Clearinghouses and thoroughly explains the Project Notification and Review System. Order from Intergovernmental Division, Office of Management and Budget, Executive Office Building, Washington, D. C. 20503. No charge.

Federal Management Circular 74-7

Also shown as (1) OMB Circular A-102, and (2) Part 100 of the *Federal Register.* It imposes uniform administration standards for assistance to state and local governments. Order from Publications, Office of Management and Budget, Executive Office Building, 17th Street and Pennsylvania Avenue, W., Washington, D. C. 20006. No charge.

Federal Register

The official publication for regulations, guidelines and proposed rules changes issued by all agencies of the government. Important for those involved with grants and contracts with the federal government. (Daily Monday through Friday, except on legal holidays.) Cost: $50.00 a year. Catalog No. GS 4.107.

Public Laws

File of public laws relating to programs in the district. Request from your congressman. No charge.

Guide to Programs: 1976-77 (National Endowment for the Arts)

Describes the program areas that will be funded during the current and next fiscal years. Includes: who is eligible to apply, deadline dates, list of state agencies. No charge. Write: Program Information Office, National Endowment for the Arts, 2401 E. Street, N. W., Washington, D. C. 20506.

Program Announcement: 1976-77 (National Endowment for the Humanities)

Same as above, for Humanities programs. No charge. Request from: Public Information Office, National Endowment for the Humanities, 6 15th Street, N. W., Washington, D. C. 20506.

Publications: Sources Other than Federal Government

The Chronicle of Higher Education

Covers a wide range of material related to postsecondary education: federal and state appropriations, foundation grants, court cases, complete texts of important reports, Washington news, and coverage of major meetings. Newspaper format. $21.00 per year, forty-two issues.

Chronicle of Higher Education
1717 Massachusetts Avenue, N. W.
Washington, D. C. 20036

Congressional Boxscore

A brief description of all major education legislation and pinpoints each bill in Congress. Mailed approximately every two months to all EFRC subscribers.

Cost: associate—$96.00 per year; full—$186.00 per year. Associate includes all publications mentioned. Full subscription includes all publications plus EFRC's Washington Federal Aid Network, Washington HOTLINE, VIP Proposal Delivery Service, Legislative Status Report, and Retrieval Service.

Education Funding Research Council
752 National Press Building, N. W.
Washington, D. C. 20045

Education and Work (biweekly news service about career education)

Subscription Price: $85.00 per year

Capitol Publishing
Suite 6—12
24—30 Pennsylvania Ave., N. W.
Washington, D. C. 20037

Education Daily

Five-day-a-week publication which keeps one up-to-date on what is happening on the Washington and national scene as it affects education. $240.00 a year.

Education News Services Division
Capitol Publications, Inc.
Suite G–12, 2430 Pennsylvania Avenue, N. W.
Washington, D. C. 20037

Education Funding News

Each issue includes the *Federal Register* and RFP Watch that summarizes rules, regulations, official notices, and deadlines, and covers all RFP's (Requests for Proposals), grants, and contracts announcements concerning elementary and secondary education. Complete text of most summarized items is available. Mailed First Class every Monday.

Education Funding Research Council
752 National Press Building, N. W.
Washington, D. C. 20045

Education U.S.A. and Washington Monitor

A weekly publication which provides an excellent summary of what is happening in Washington and across the nation. $34.00 a year.

National School Public Relations Association
1801 North Moore Street
Arlington, Virginia 22201

Effort

Digest of information on education appropriations as it progresses from subcommittee to the floor in both houses. Eight to ten times a year. Subscription price: $100.00

Committee for Full Funding of Education Programs
148 Duddington Place, S. E.
Washington, D. C. 20003

Federal Notes

Twice-monthly, capsulized summary of activities affecting funding sources for education. $48.00 a year.

University of Southern California
P. O. Box 427
San Anselmo, California 94960

The Grantsmanship Center News

Magazine deals with both private and public funding. Includes "how to" articles as well as news on deadlines and new grant programs. $15.00 a year for eight issues.

Grantsmanship Center
1015 West Olympic Boulevard
Los Angeles, California 90015

Manpower and Vocational Education (weekly news magazine about career education)

Subscription price: $117.00 per year.

Both of above news magazines available from:

Capitol Publishing
Suite G–12
2430 Pennsylvania Avenue, N.W.
Washington, D. C. 20037

The School Administrator

A four-page "center spread" in this magazine from the AASA, titled "D. C. Dateline," gives timely information on programs and what effect they have on schools. Magazine comes with membership in AASA.

American Association of School Administrators
1801 North Moore Street
Arlington, Virginia 22201

Professional Associations

Professional associations may be important in several ways—for funding, for materials, for people, and for programs.

As resources for funding, the following associations are identified as sources of assistance, including potential career education help, for handicapped persons.

For other professional associations which may be valuable resources in career education, see the section of this document titled "National—Other Resources: Associations."

Sources of Assistance for Handicapped Persons

Action for Brain-Handicapped Children
300 Wilder Building
St. Paul, Minnesota 55102
(612) 226-4261

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Alexander Graham Bell Association
for the Deaf, Inc.
3417 Volta Place
Washington, D. C. 20007
(202) 337-5220

American Academy for Cerebral Palsy
University Hospital School
Iowa City, Iowa 52240
(319) 353-4825

American Academy of Pediatrics
1801 Hinman Avenue
Evanston, Illinois 60204
(312) 869-4255

American Association for Rehabilitation Therapy
P. O. Box 93
North Little Rock, Arkansas 72116
(501) 835-3573

American Association of Psychiatric
Services for Children
250 W. 57th Street
Room 1032, Fisk Building
New York, New York 10019

American Association of Workers for
the Blind, Inc.
1511 K Street, N. W.
Suite 637
Washington, D. C. 20005
(202) 347-1559

American Association on Mental Deficiency
5201 Connecticut Avenue, N. W.
Washington, D. C. 20015
(202) 244-8143

American Foundation for the Blind
15 W. 16th Street
New York, New York 10011

American Occupational Therapy Association, Inc.
251 Park Avenue South
New York, New York 10010

American Orthopsychiatric Association, Inc.
1790 Broadway
New York, New York 10019

American Physical Therapy Association
1156 15th Street, N. W.
Washington, D. C.
(202) 466-2070

American Printing House for the Blind
1839 Franksort Avenue
Louisville, Kentucky 40206
(502) 895-2405

American Psychiatric Association
1700 18th Street, N. W.
Washington, D. C. 20009
(202) 232-7878

American Psychological Association
1200 17th Street, N. W.
Washington, D. C. 20036
(202) 833-7600

American Rehabilitation Counseling
Association of the American Personnel
and Guidance Association
1007 New Hampshire Avenue, N. W.
Washington, D. C. 20009
(202) 483-4633

American Schizophrenia Association
50 W. 45th Street
Suite 805
New York, New York 10036
(212) 972-0705

The American Speech and Hearing Association
9030 Old Georgetown Road
Washington, D. C. 20014
(202) 530-3400

Association for Children With Learning Disabilities
2200 Brownsville Road
Pittsburgh, Pennsylvania 15210
(412) 882-5201

Association for Education of the Visually Handicapped
1604 Spruce Street
Philadelphia, Pennsylvania 19103
(215) 732-0100

Association for the Aid of Crippled Children
345 E. 46th Street
New York, New York 10017
(212) 697-3150

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Boy Scouts of America
U. S. Rt. 1 and 130
New Brunswick, New Jersey 08903

Centers and Services for Deaf-Blind Children
Bureau of Education for the Handicapped
U. S. Office of Education
Department of Health, Education and Welfare
7th and D Streets, S. W. Room 2036
Washington, D. C. 20202
(202) 963-7101

Child Study Association of America
9 E. 89th Street
New York, New York 10028
(212) 369-2600

Child Welfare League of America, Inc.
44 E. 23rd Street
New York, New York 10010
(212) 254-7410

Closer Look
Box 1492
Washington, D. C. 20012

Conference of Executives of American Schools
for the Deaf
c/o Dr. Howard M. Quigley
5034 Wisconsin Avenue, N. W.
Washington, D. C. 20016
(202) 363-1327

The Convention of American Instructors of the Deaf
c/o Dr. Howard M. Quigley, Executive Secretary
5034 Wisconsin Avenue, N. W.
Washington, D. C. 20016
(202) 363-1327

The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091
(703) 620-3660

Council of Organizations Serving the Deaf
4201 Connecticut Avenue, N. W.
Suite 609
Washington, D. C. 20008
(202) 363-5611

Council on Education of the Deaf
c/o Dr. Ben E. Hossmeyer, Executive Director-Headmaster
American School for the Deaf
139 North Main Street
West Hartford, Connecticut 06107

Epilepsy Foundation of America
1828 L Street, N. W.
Suite 406
Washington, D. C. 20036
(202) 293-2930

Family Service Association of America
44 E. 23rd Street
New York, New York 10010
(212) 674-6100

Girl Scouts of the United States of America
830 3rd Avenue
New York, New York 10022
(212) P1 1-6900

Goodwill Industries of America, Inc.
9200 Wisconsin Avenue
Washington, D. C. 20014
(301) 530-6500

Information Center-Recreation for the Handicapped
Outdoor Laboratory
Little Grassy
Southern Illinois University
Carbondale, Illinois 62901

International Association for the Scientific Study
of Mental Deficiency
c/o I. Ignacy Goldberg
Teachers College
Columbia University
New York, New York 10027

International Association of Rehabilitation Facilities
5530 Wisconsin Avenue
Washington, D. C. 20015
(301) 654-5882

International League of Societies for the
Mentally Handicapped
12 Rue Forestiere
1050 Brussels, Belgium

International Society for Rehabilitation of the Disabled
219 E. 44th Street
New York, New York 10017
(212) Yu6-1470

Joseph P. Kennedy, Jr. Foundation
1701 K Street, N. W. Suite 205
Washington, D. C. 20006
(202) 347-1731

Library of Congress
Division for the Blind and Physically Handicapped
1291 Taylor Street, N. W.
Washington, D. C. 20542
(202) 882-5500

Muscular Dystrophy Association of America, Inc.
1790 Broadway
New York, New York 10019
(212) Ju6-0808

The National Association for Mental Health, Inc.
1800 North Kent Street
Arlington, Virginia 22209

National Association for Music Therapy, Inc.
Box 610
Lawrence, Kansas 66044
(913) 842-1909

National Association for Retarded Citizens
2709 Avenue E East
Arlington, Texas 76011
(817) 261-4961

The National Association of Coordinators of
State Programs for the Mentally Retarded
Suite 802
Crystal City Plaza No. 1
2001 Jefferson Davis Highway
Arlington, Virginia 22202
(703) 920-0700

National Association of the Deaf
814 Thayer Avenue
Silver Spring, Maryland 20910
(301) 587-1788

National Association of Hearing and Speech Agencies
919 18th Street, N. W.
Washington, D. C. 20006
(202) 296-3844

National Association of Social Workers
2 Park Avenue
New York, New York 10016
(212) 686-7128

National Catholic Educational Association
Special Education Department
4472 Lindell Boulevard
St. Louis, Missouri 63108
(314) 533-3454

National Council on Crime and Delinquency
NCCD Center
Paramus, New Jersey 07652
(201) 262-7300

The National Easter Seal Society for Crippled
Children and Adults
2023 West Ogden Avenue
Chicago, Illinois 60612
(312) 243-8400

National Epilepsy League, Inc.
222 N. Michigan Avenue, 5th Floor
Chicago, Illinois 60601
(312) 332-6888

National Multiple Sclerosis Society
257 Park Avenue South
New York, New York 10010
(212) 674-4100

National Paraplegia Foundation
333 North Michigan Avenue
Chicago, Illinois 60601
(312) 346-4779

National Rehabilitation Association
1522 K Street, N. W.
Washington, D. C. 20005
(212) 659-2430

National Society for Autistic Children
621 Central Avenue
Albany, New York 12206

National Therapeutic Recreation Society
c/o National Recreation and Park Association
1700 Pennsylvania Avenue, N. W.
Washington, D. C. 20006
(202) 223-3030

Office of Child Development
Box 1182
Washington, D. C. 20013

The President's Committee on Employment
of the Handicapped
U. S. Department of Labor
Washington, D. C. 20210
(202) 393-2420

President's Committee on Mental Retardation
Washington, D. C. 20201
(202) 963-5819

Secretary's Committee on Mental Retardation
Department of Health, Education, and Welfare
Office of the Secretary
4513 North Building
330 Independence Avenue
Washington, D. C. 20201

Social and Rehabilitation Service
Assistance Payments Administration
330 C Street, S. W. Room 4006
South Building
Washington, D. C. 20201
(202) 962-0404

Social and Rehabilitation Service
Office of Research, Demonstrations, and Training
330 C Street, S. W.
Room 5054, South Building
Washington, D. C. 20201

Social and Rehabilitation Service
Rehabilitation Services Administration
330 C Street, S. W.
Room 3024, South Building
Washington, D. C. 20201

United Cerebral Palsy Associations, Inc.
66 E. 34th Street
New York, New York 10016
(212) 889-6655

U. S. Department of Health, Education and Welfare
Washington, D. C. 20202

U. S. Office of Education
Bureau of Adult, Vocational and Technical Education
7th and D Streets, S. W.
Room 5050
Washington, D. C. 20202

U. S. Office of Education
Bureau of Education for the Handicapped
7th and D Street, S. W.
Washington, D. C. 20202
(202) 962-1479

U. S. Office of Education
Bureau of Libraries and Educational Technology
7th and D Streets, S. W.
Room 4624
Washington, D. C. 20202

U. S. Public Health Service, Health Services
  and Mental Health Administration
National Institute of Mental Health
5454 Wisconsin Avenue
Chevy Chase, Maryland 20015
(301) 657-2944

U. S. Public Health Service
National Institutes of Health
9000 Rockville Pike
Bethesda, Maryland 20014
(301) 656-4000

Materials

BIBLIOGRAPHIES, GUIDES, AND GENERAL REFERENCES

Career education materials are abundant, and bibliographies of such are included not only in ERIC documents but also in many other publications—books, booklets, reports, and articles. Following are several bibliographies, edited to avoid multiple citation of the same resource. Sources of the edited bibliographies are noted.

Bibliographies

Begle, Elsie, et al. *Career Education: An Annotated Bibliography for Teachers and Curriculum Developers.* Palo Alto: American Institutes of Research, 1973.

A worthwhile bibliography dealing with subjects connected with career education.

Educational Products Information Exchange. *EPIE Career Education S*E*T* Vol. I.* New York: EPIE Institute, 1975.

Produced by the Educational Products Information Exchange (EPIE), this publication contains information and suggestions for the "how to" of Selecting and Evaluating Tools (S*E*T*) for career education. Designed as a preface to use of the EPIE material listed next.

Educational Products Information Exchange. *EPIE Career Education S*E*T* Vol. II: Selection and Evaluation Tools.* New York: EPIE Institute, 1975.

Sponsored by the National Institute of Education, this volume contains detailed analyses of some seven hundred materials developed and produced for use in career education efforts. Deals with both commercial and noncommercial materials—print, film, multi-media, etc.—and contains evaluative techniques and reports.

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Personnel Development for Career Education: A Selected Annotated Bibliography. Columbus, Ohio: The Center for Vocational and Technical Education, 1973.

An annotated bibliography in staff development for career education, 1970-73, this work is aimed toward those planning and/or working in the career education movement having responsibility for staff development.

Peters, Paul (Manager, Career Education Task Force). *Sources of Information on Career Education: An Annotated Bibliography.* Sacramento: California State Department of Education, 1975.

This bibliography, prepared under the direction of the California State Department of Education and its Task Force for Career Education, is an expansion and update of an earlier bibliography published in 1972. Of particular interest should be the listings contained in the categories of "Teacher-Student Resource Materials," "Evaluation Guidelines," and "Sources of Information Related to Career Education." (The last-named section contains listings of current printed materials as well as audiovisual and other instructional materials.)

Regional Education Service Agency. *Career Education Curriculum Materials Resource Guide.* Parkersburg, West Virginia: RESA V, 1975.

This volume, supported by funds provided under Part D of the VEA of 1968, represents an attempt to provide career education implementors with a guide for a comprehensive approach to career education, including in-service designs, guides for administrators, teaching modules and group counseling sessions. Deals also with utilization of school and community resources.

Ryan, Charles W. *Career Education—A Handbook of Funding Resources.* New York: Houghton Mifflin Company, 1973.

Contains useful information about funding resources and preparation of proposals. This should be of considerable value to program developers.

Schreiber, Marilyn, David V. Tiedeman, and Tyrus Wessell. *Key Resources in Career Education: An Annotated Directory.* DeKalb, Illinois: ERIC Clearinghouse in Career Education, 1976.

This directory, which is at this writing in final manuscript stage, will undoubtedly be (when published) one of the most comprehensive and authoritative "sources" or listings of career education resources yet compiled. Contains over 400 entries, which are all organized into usable and workable categories, and will make this one document perhaps the most important resource for career education proponents.

Guides and Tools

Brown, Marleen. *Using the Cooperative Community Resource Service.* Phoenix, Arizona: Manzanita Elementary School (Westside Area Career/Occupations Project).

A well written guide on how to utilize services of a local "Community Resource Cooperative." Provides excellent ideas relating to the "how to" aspect of using community resources and, as such, should be of value to practitioners and planners at the local, district or community level.

Edington, Everett D., and Howard K. Conley. *Career Education Handbook for Rural School Administrators.* Las Cruces, New Mexico: ERIC Clearinghouse on Rural Education and Small Schools, 1973.

Prepared specifically for use by small school administrators, this book contains suggestions relating to career education programs, curricular materials, funding, and evaluation in small school situations.

Hull, William L., and Norval L. McCaslin. *Career Education Product Installation Handbook: A Procedural Guide.* Columbus, Ohio: The Center for Vocational Education, 1975.

A handbook designed to assist career education advocates in the installation and utilization of career education products. Written at an operational rather than at a conceptual level, it should assist project directors in planning, and later analyzing, career education efforts. Contains three major sections: (1) A Procedural Guide; (2) A CEPIH Workbook; and (3) Thirty Illustrated Tactics.

Keiser, Jerry C., and Elizabeth C. Wampler. *Career Education Curriculum Guide.* Indianapolis: Indiana State Department of Public Instruction, 120 W. Market St., 1974.

A monograph depicting the Indiana state model and guides (K-5, 6-8, 9-10 and 11-12). It is organized by subject area within the grade levels and lists objectives, learning activities, materials, and resources.

Keller, Louise J. *Career Education In-Service Training Guide.* Morristown, N. J.: General Learning Corporation, 1972.

This book considers the implications of the Comprehensive Career Education Matrix (CCEM). The most useful portion is a guide to objectives and activities, by grade level, and is correlated with activities described in a companion volume, *Career Education Resource Guide.*

McKinney, Loralla A., et al. *Career Education Personnel Development: Ideas for University Planning.* Columbus, Ohio: The Center for Vocational Education, 1975.

A current and comprehensive examination of career education as it relates to efforts of institutions of higher learning. Contains specific information, i.e., about what goals such institutions should assist their career education students to achieve, along with numerous strategies that might be employed. An analysis of programs in institutions which contribute to goal attainment is included, as is a brief annotation of career education efforts in forty different institutions.

Michigan Department of Education. *Career Education: Handbook for Implementation.* Lansing: 1974.

Designed for administrators and practitioners charged with implementing provisions of the Michigan Career education legislation. This loose-leaf guide consists of seven articulated units: Introduction, Creating an Awareness, Organizing, Generating a Plan, Program Development, Program Evaluation, and Resource Materials. Should be a "must" in any collection of resources designed to facilitate implementation of career education.

Utah State Board of Education. *A Guide for the Implementation of Career Education in a Local Education Agency*. Salt Lake City: The Utah State Board of Education.

A planning guide to assist local districts in improving educational planning with a focus on "Career Education." It is intended to be accompanied by the source book noted below.

Utah State Board of Education. *Career Education Source Book for Planning.* Salt Lake City: Utah State Board of Education, 1973.

A source book to accompany the planning guide described above. It contains illustrations, forms, etc., that can be used as ideas and models by educational planners.

General References

Advisory Committees in Career Education: Organization, Function, Maintenance, Meetings. Salem: Oregon State Department of Education, Career Education Applied Research Unit, 1973.

A guide for establishing and operating advisory committees in career education from the elementary through the community college level. It is organized into four major units, each with key concepts, "do's and don'ts," and a step-by-step checklist.

Bailey, Larry J., and Ronald W. Stadt. *Career Education: New Approaches to Human Development.* Bloomington, Illinois: McKnight Publishing Company, 1973.

Four major aspects of career education are considered by the authors in this volume: the relation of career education to the need for educational change; career development theories; and the evolution and planning of career education. A good "source" book or tool for educators, students of education, and laymen.

Briggs, Lloyd, and Gary Green, eds. *Career Education in Programs for Teacher Education.* Stillwater, Oklahoma: Oklahoma State University, 1975.

A report of the proceedings of three national workshops held in 1975 for professional personnel from teacher training institutions. Contains excellent papers prepared and presented by educational leaders such as Asa Hilliard, Donald Robinson, Cas Heilman and Keith Goldhammer.

Chamber of Commerce of the United States. *Career Education: What It Is and Why We Need It.* Washington, D. C.: 1975.

A 20-page booklet prepared by Mr. Thomas Walsh of the Chamber staff from statements and recommendations submitted by 26 national organizations and agencies—educational as well as non-educational. The booklet sets forth the Chamber's perception of career education, lists several models of career education and describes several local career education efforts. While the entire booklet will be useful to state and local groups, the final sections will no doubt be of most value for they deal with "How to Get Started," and "Where to Get Help."

Crawford, Robert L., and David L. Jesser. *The Status and Progress of Career Education.* Washington, D. C.: The Council of Chief State School Officers, 1975.

Perhaps the most current and comprehensive studies of career education at the state level, this volume (available through ERIC) examines the backgrounds of state leaders, their relationships with other SEA personnel, and the sources of funding for their positions. Also contains descriptive data showing progress made in enrollments and in-service efforts. Additionally, a major section is devoted to state legislation related to career education.

Davenport, Lawrence, and Reginald Petty, eds. *Minorities and Career Education.* Columbus, Ohio: The House of Haynesworth, 1973.

A compilation of eight papers prepared for the purpose of presenting the needs of minorities in relation to career education. Contributors include Robert R. Wheeler, David Gottlieb, Marvin Feldman, Marilyn Steele, Kenneth Hoyt, Delfine Valdez and Roosevelt Johnson, etc.

Evans, Rupert, et al. *Career Education in the Middle/Junior High School.* Salt Lake City: Olympus Publishing Company, 1975.

Provides background information on implementing a working career education program and discusses cooperative approaches to implementation.

Florida Department of Education. *Career Education in Florida.* Tallahassee, Florida: 1973.

An official Department of Education position paper designed to acquaint Florida citizens, legislators and educators with the concepts of career education as they have been intarpreted by the State Department of Education. Brief (10 pages) but quite complete. Should be of considerable value for any efforts designed to achieve commonality of understanding about the concepts of career education.

Goldhammer, Keith, and Robert E. Taylor. *Career Education: Perspective and Promise.* Columbus, Ohio: Charles E. Merrill Publishing Co., 1972.

Contains recent papers, addresses and statements covering a wide range of topics related to career education. One of the best books of readings on the subject, particularly for those interested in career education theory.

Herr, Edwin L. *Review and Synthesis of Foundations for Career Education.* ERIC Clearinghouse on Vocational and Technical Education, Information Series No. 61, 1972.

Traces the early precursors in the career development field and draws conclusions from these findings about the most logical way to structure career education programs.

Hoyt, Kenneth B., et al. *Career Education and the Elementary School Teacher.* Salt Lake City: Olympus Publishing Company, 1975.

Designed to provide concrete guides for including career education concepts in the daily classroom experiences of elementary teachers.

Hoyt, Kenneth B., et al. *Career Education: What It Is and How To Do It.* Salt Lake City: Olympus Publishing Company, 1975.

One of the first comprehensive explanations of career education, this practical text quickly became the "standard" reference in the early days of career education. Still current, it offers practical suggestions for program planners as well as some general guidelines for practitioners.

Jesser, David L. *An Analysis of State Laws on Career Education and Pending State Legislation.* Washington, D. C.: National Advisory Council on Career Education, 1975.

A comprehensive examination of state legislation related to career education. Appendices contain verbatim copies of existing state laws affecting the implementation of career education.

Jesser, David L. *Career Education: A Priority of the Chief State School Officers.* Salt Lake City: Olympus Publishing Company, 1976.

Contains a comprehensive examination of the concept of career education, together with a look at purposes, goals, materials, and models related to the concept.

Jesser, David L. *State Leadership in Career Education.* Washington, D. C.: Council of Chief State School Officers, 1975.

A report of a national conference of State Directors/Coordinators of Education held in Denver. Contains over 75 recommendations relating to implementation of career education, all formulated during the conference by the conference participants. (Available through the ERIC Clearinghouse for Career Education, DeKalb, Illinois.)

Mangum, Garth, James W. Becker, Garn Coombs, and Patricia Marshall, eds. *Career Education in the Academic Classroom.* Salt Lake City: Olympus Publishing Company, 1975.

This book is designed to explore the various relationships between the traditional academic subject areas and the concepts of career education. It is a product of a conference sponsored by the National Foundation for the Improvement of Education and contains papers presented by representatives of subject matter professional associations including National Science Teachers Association, National Council of Teachers of Mathematics, National Council of Teachers of English, National Council for the Social Studies, National Art Education, American Council on the Teaching of Foreign Languages, and the American Alliance for Health, Physical Education and Recreation. An excellent reference or resource for use in introducing or infusing the concept of career education into the overall curriculum.

"(Career Education) asks teachers to pursue as a first priority the effective teaching of their subject matter, but it also asks that teachers contribute to the long-term career success of their students in ways that are not destructive of good teaching or good learning in each subject." (p. 7)

Marland, Sidney P. *Career Education: A Proposal for Reform.* New York: McGraw-Hill, 1974.

This volume, authored by the former U. S. Commissioner of Education and Assistant Secretary for Education, defines the concept of career education and contains valuable information relating to "the state of the art." National programs, funding, and current career education goals or objectives of the U. S. Office of Education are discussed, as are current efforts of several individual states.

McCurdy, John K., ed. *Career Education in Michigan: An Introduction.* Lansing, Michigan: Michigan Department of Education, 1975.

A brief, yet succinct, monograph developed for the purpose of acquainting citizens of Michigan with the concept of career education as it has been interpreted in Michigan by educators, legislators and lay citizens. The monograph also contains a brief description of the "Career Education System" which came into being as a result of Public Act 97 (Michigan).

Miguel, Richard J. *Phase I Report: Career Education Mini-Conferences.* Columbus, Ohio: The Center for Vocational Education, 1975.

A report of the proceedings of twelve mini-conferences on career education that were held during the fall of 1975. Participants included practitioners from grades K-3, 4-6, 7-9, and 10-12. Participants also included counselors, business/industry/labor representatives, parents, and advocates of career education for special populations. Comprehensive and illuminating in terms of what concerned publics have to say about career education.

Morgan, Robert L., and Mollie W. Shook, eds. *Career Education Monograph Series.* Raleigh: North Carolina State University, Center for Occupational Education, 1973.

A series of nine monographs developed early in the career education movement. Still valid tools, however.

1. "A Manual for the Implementation and Administration of Career Education Programs" by Shook and Morgan.
2. "Elementary School Curriculum Guide" by Schreiber and Black.
3. "Middle School Curriculum Guide" by Scherer and Clary.
4. "High School Curriculum Guide" by Hoyt and Woodlard.
5. "Postsecondary Career Education" by Childers and Nichols.

6. "Career Guidance" by Helling and Ruff.

7. "Placement and Follow-Up in Career Education" by Buckingham and Lee.

8. "Professional Development" by Swanson and Jervis.

9. "Involving the Community in Career Education" by Isenberg and Smith.

Obert, John T., and Eugene E. Trotter. *Career Education Personnel Model.* Ann Arbor: University of Michigan, School of Education, 1974.

A model for competency-based preparation and training of educational personnel (K-12) who will plan and implement career education programs at the local level. The model was developed by identifying and validating necessary knowledge and skill competencies. A useful guide to pre- and in-service education programs.

U. S. Office of Education. *An Introduction to Career Education: A Policy Paper of the U. S. Office of Education.* Washington, D. C.: U. S. Government Printing Office, 1975. (DE-75-00504)

Prepared primarily by Dr. Kenneth B. Hoyt, Director of the Office of Career Education, this paper sets forth the reasons for considering career education as a viable response to the various calls that have been voiced for reform in the American education system. Should be extremely useful as a basic tool for practitioners and advocates at every level and in every segment of both education and society.

Ward, Darrell. *A Model for Career Education Personnel Development in Higher Education.* Salem: Career Education Personnel Development Project (Marion Intermediate Education District).

A brief but succinct description of the Interinstitutional Consortium for Career Education (ICCE) that was formed in Oregon in 1971. Activities of the Consortium (all teacher training institutions in Oregon) are designed to facilitate Oregon college and university efforts to improve their preparation of educational roles in career education.

Source: Education Commission of the States. *Career Education: A Guide to Resources* (Draft Paper), 1976. Inquire from Council of Chief State School Officers, 1201 16th Street, N. W., Washington, D. C. 20036.

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Career Education, 16 mm. color; 27 minutes; purchase price $85.75; rental $12.50 (can be applied to purchase); National Audiovisual Center, Washington, D. C. 20409.

Career Education in Georgia, 16 mm. color; 30 minutes; free rental; Georgia State Department of Education, Atlanta, Georgia.

Career Education: Steps to Implementation, 159 color slides and audio tape reel; purchase price $25.00; National Audiovisual Center, Washington, D. C. 20409.

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FOR CAREER EDUCATORS: More than 2,300 different educational materials are free for the asking (or for loan), according to "Educators Guide to Free Guidance Materials, 1977 Edition." Films, filmstrips, slides, transparencies, audiotapes, videotapes, scripts, audiodiscs, and printed materials are featured for career planning and other related topics. Almost one-third of the listings in this edition are new inclusions. The softbound resource guide costs $10.75 and is available from: R. H. Suttles, Educators Progress Service, 214 Center Street, Randolph, Wisconsin 53956.

The concept of the instructional system, characteristics of training programs, principles of instruction, and a model of a system are featured in "Preparing Occupational Instruction," a new text by Dr. Leonard C. Silvern. The practical, how-to handbook is primarily intended for beginning instructors at trade schools, community colleges, technical institutes, business/industrial training programs, government training programs, and adult training programs with vocational emphasis. The book is available for $18.00 from: Education and Training Consultants, P. O. Box 49899, Los Angeles, California 90049.

THE GOVERNMENT'S GOT A LOT TO OFFER in the way of career education materials. Keep track of them all with a new, free catalog developed by the National Audiovisual Center as a public service. Almost 200 Career Education audiovisual programs—films, filmstrips, slide sets, multi-media kits available for rental or purchase—are featured, all developed by such federal agencies as the Department of Agriculture, U. S. Civil Service Commission, United States Postal Service, Office of Economic Opportunity, and NASA. Among the career areas highlighted are medicine, dentistry, physics, the armed forces, and civil service. For a free copy of the career education catalog, write to: The National Audiovisual Center, Reference Section/RM, Washington, D. C. 20409.

A very complete series of career exploration publications have been developed for the various areas of the arts. They are listed here with information on ordering numbers, and prices for each. They may be ordered from:

Technical Education Research Centers, Inc.
44 Brattle Street
Cambridge, Massachusetts 02138

Career Exploration Series

Exploring Visual Arts and Crafts. Careers: A Student Guidebook. Washington, D. C.: U. S. Government Printing Office, 1976. 168 pages. Stock No. 017-080-01641-9. $2.35.

391 Ways to Explore Arts and Humanities: Careers. Washington, D. C.: USGPO, December 1976. 176 pages. Stock No. 017-080-01643-5. $2.40.

Career Guidance in the Arts and Humanities: Activities, Information, and Resources for Grades 7-12. Washington, D. C.: USGPO, December 1976. 96 pages. Stock No. 017-080-01644-3. $2.60.

Exploring Arts and Humanities Careers in the Community: A Program Planning Guide. Washington, D. C.: USGPO, December 1976. 68 pages. Stock No. 017-080-01648-6. $1.25.

A Preliminary Exploration of Occupations in the Arts and Humanities. Washington, D. C.: USGPO, 1975.

Exploring Dance Careers: A Student Guidebook. Washington, D. C.: USGPO, 1976. 32 pages. Stock No. 17-080-01638-9. $ .75.

Exploring Theater and Media Careers: A Student Guidebook. Washington, D. C.: USGPO, 1976. 180 pages. Stock No. 017-080-01649-4. $2.45.

Exploring Music Career: A Student Guidebook. 72 pages. Stock No. 017-080-01639-7. $1.30.

Exploring Writing Careers: A Student Guidebook. 80 pages. Stock No. 017-080-01642-7. $1.40.

Materials and media for handicapped are often needed in career education efforts and may be difficult to locate. Following is a brief description of programs and services of the National Center on Educational media and materials for the Handicapped. It is a potential source of materials and media which may be suitable for or adaptable for career education.

LOOKING AT THE NEW BEH MEDIA AND MATERIALS RESOURCES PROGRAM

As of September 1, 1974, a restructured program of media and materials support services was initiated by the Bureau of Education for the Handicapped, Learning Resources Branch (BEH/LRB).

The National Center on Educational Media and Materials for the Handicapped (NCEMMH) is a major unit within the learning resources program. In addition to NCEMMH, there are four Specialized Offices (SO's) and thirteen Area Learning Resource Centers (ALRCs). NCEMMH and the four specialized offices have national roles and responsibilities, while the thirteen ALRCs have regionalized roles and responsibilities. This program, which is collectively referred to as the ALRC/SO/NCEMMH network, complements a separate but related BEH/LRB program of regional resource centers which have a mission related to identification of, educational diagnosis of, and prescription for handicapped students.

The ALRC/SO/NCEMMH program is designed to interface with state and local media/materials programs and to provide supportive services to those programs so that the following general goals may be achieved:

1. *Where appropriate materials do not exist to meet the needs of handicapped students*—needed materials can be made available through adaptation/modification of existing materials and/or development of new materials to meet identified student needs.

2. *Where users of materials are not aware of existing materials that will meet the needs of the handicapped*—information about relevant and usable materials and media will be made available to the potential user.

3. *Where users know about the availability of existing materials that will meet needs of handicapped students, but do not have physical access to these materials*—materials will be made accessible on a convenient basis.

4. *Where materials are accessible but the potential user does not know how to use them effectively*—users will have access to information and assistance in the use of materials.

Area Learning Resource Centers

Area Learning Resource Centers (ALRCs) have a broad mission to assist states in the development of media and materials support services within their client states. Several categories of work are carried out in fulfilling the ALRC mission:

1. Assisting the states in stimulating and developing local level, intermediate level, and state level materials center services.

2. Providing technical assistance to State Education Authorities (SEAs) in the state's planning of materials services.

3. Consulting with state and local agencies on the utilization of special education materials and educational technology.

4. Assisting in the conduct of media and materials conferences and workshops.

5. Facilitating the dissemination of information about child-use instructional materials to recipients designated by the SEAs.

6. Providing human resources to reinforce the state staff in the media, materials, and educational technology area.

7. Acting as a linking agent between the needs for materials information and materials loan, and the NCEMMH/SO resources designed to meet such needs.

In carrying out its work, an ALRC serves primarily as a technical assistance resource to the SEA and SEA-related agencies as the state assists local or intermediate materials service agencies. ALRC services are designed not to displace or compete with state, intermediate, or local materials-related services. ALRC services to any state are planned and carried out in cooperation with relevant state authorities.

In addition to promoting the development of state and intra-state media and materials services, ALRCs have a second mission—to promote training of teachers in the selection and utilization of special education instructional materials. In this mission area, ALRCs carry out the following types of work:

1. Identifying needs of teachers for training in utilization of media, materials, and educational technology.

2. Making agencies that have direct training responsibility aware of the training needs of teachers, and providing consultation to such training agencies to assist in meeting the needs.

3. Locating available training programs and materials which can meet the identified needs for media and materials related training.

4. Designing needed media-related training materials and funding their development.

5. Describing available media-use training materials for inclusion in the National Instructional Materials Information System (NIMIS), which is to be operated by NCEMMH. (NIMIS is expected to be in operation by autumn, 1975.)

Although each ALRC is responsible for activity in the above areas, the ALRC is not intended to be a heavily training-oriented center. It is intended that the ALRC will provide facilitative and supportive services which will assist local and other training agents and institutions to respond to the training needs of special educators in relation to instructional media and materials production, selection, and utilization.

The orientation of the ALRC scope of work represents an explicit recognition that the media/materials-related needs of handicapped students, as reflected in the goals of the program, can be met only through the mutually supportive efforts of various agencies.

NCEMMH and the Four Specialized Offices

The National Center and the specialized offices provide nationally centralized and single-system support services. In general, these services are available to the states and state clients through the ALRCs.

NCEMMH carries out the following types of functions:

1. Assists in the identification of needs for child-use instructional materials.
2. Assists in arranging for commercial or noncommercial distribution of newly developed child-use and teacher training materials.
3. Operates the computer-based National Instructional Materials Information System (NIMIS) as a resource to ALRCs in responding to information requests.
4. Provides coordinative services to ALRCs and specialized offices.

Three of the four specialized offices have common scopes of work but are differentiated by their unique focus on handicapping conditions.

Specialized Office One (S1), located at the American Printing House for the Blind, focuses on the visually handicapped category.

Specialized Office Two (S2), located at the University of Nebraska, focuses on the hearing impaired category.

Specialized Office Three (S3), located at the University of Wisconsin, has a broader focus—all other handicapping conditions.

Each of these specialized offices has a national responsibility within the ALRC/SO/NCEMMH program to develop or adapt child-use instructional materials to meet identified needs of their respective service populations and to determine those existing materials that are usable with these students.

Those materials which are identified as usable for handicapped students will be described in NIMIS. Those materials which are modified, adapted, or developed and tested by S1, S2, or S3 will be entered into distribution channels by, or with assistance from NCEMMH.

Specialized Office Four (S4), located at the University of Indiana, is unique among the specialized offices in that its specialization is by function rather than exceptionality. The S4 mission is to deliver, on a loan or rental basis, those materials which are selected and described by S1, S2, and S3 and entered into NIMIS. In addition to operating this basic circulating collection of materials as a backup service for state and local materials centers, S4 has the prime contractual responsibility for operating the depositories of captioned educational films for the deaf.

How to Use the ALRC/SO/NCEMMH System for Services

How can I get information about existing instructional materials?

The ALRC/SO/NCEMMH program is designed to help state and local programs as they serve directly the needs of teachers and students. Local users should contact their local service centers. When local resources cannot meet the need for information, the local centers may contact state or ALRC programs for assistance. The ALRC serves as the agency for access to NIMIS, the national support system for materials information. Specifics for obtaining services may vary from state to state as a function of the ALRC-state agreement.

How can I get physical access to materials described in NIMIS?

The ALRC which serves your state is the agent of access to materials in the collection at Specialized Office Four. (This collection contains the materials described in NIMIS.) The ALRC may designate other agencies to access materials directly.

Contact your local materials service center with the request to borrow or rent materials from S4. Your local center may contact the ALRC, which will insure proper coordination of the request through agreed upon within-state channels. If you do not know the location of your local materials service center, contact the ALRC in your region for assistance.

Specialized Office Four circulates media competency training materials and child-use instructional materials. Training materials, when their use is authorized by the ALRC, are provided at no cost. When not so authorized, a fee is charged.

Child-use materials are provided for examination at no cost when an evaluation form is completed and returned by the user. Loan charges are assessed for actual classroom use or when the material is used for an extended period.

Where can I get assistance in utilizing available instructional materials?

It is expected that this type of assistance remains a local service. The ALRC will provide assistance (consultation, conferences, workshop participation, etc.) only within the context of a plan developed in concert with State Education Authorities. The mechanisms of such service vary from state to state. In general, the ALRC expects to help the state provide such services.

Is assistance available in developing a reliable distribution source for a prototype material?

Yes, contact NCEMMH. NCEMMH first reviews such materials (or the plans for such materials) to determine (a) whether the Center will assume an advocacy role for the materials, and (b) the nature and extent of such advocacy. NCEMMH can assist in arranging commercial or noncommercial distribution. NCEMMH will not finance the free distribution of materials, but would assist in arranging for such free distribution if a sponsor could be found.

Is assistance available in planning and developing local materials support services for the handicapped?

Yes, local education agencies may contact their ALRC directly. The ALRC will coordinate its services with the state education agency.

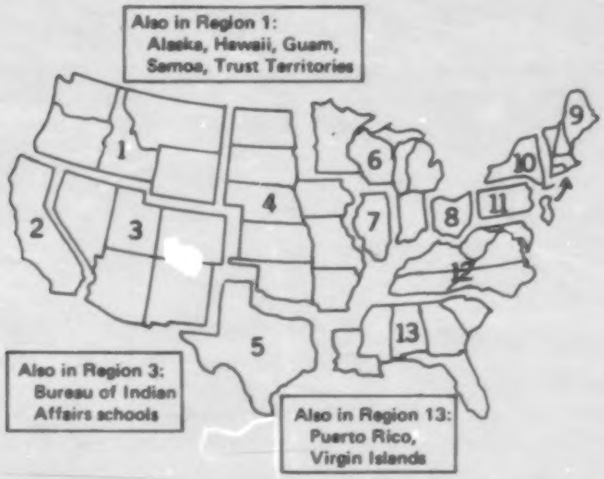
Where can I get information about training programs and materials related to the use of media and materials?

Contact your local resource center. If local resource centers are unable to provide the needed information, they are able to call upon the resources of the ALRC/SO/NCEMMH program. The ALRC is the agency for access to information included in the National Instructional Materials Information System.

What other types of materials-related services are available?

Because ALRC programs are developed in cooperation with the state education agency (and in some cases are operated by a state department of education), the specific services are variable from state to state. Contact your ALRC. The ALRC can explain what services are available and how they may be obtained.

How the States Match up with the Area Learning Resource Centers, by Region



Also in Region 1:
Alaska, Hawaii, Guam,
Samoa, Trust Territories

Also in Region 3:
Bureau of Indian
Affairs schools

Also in Region 13:
Puerto Rico,
Virgin Islands

Each region shown in this map is served by an ALRC. The alphabetic list of states given below shows what region each state or territory of the United States belongs to. The directory gives the names, addresses, and phone numbers of the ALRCs.

Region	State
13	Alabama
1	Alaska
3	Arizona
4	Arkansas
2	California
3	Colorado
9	Connecticut
12	Delaware
12	District of Columbia
13	Florida
13	Georgia
1	Hawaii
1	Idaho
7	Illinois
6	Indiana
4	Iowa
4	Kansas
12	Kentucky
13	Louisiana
9	Maine
12	Maryland
9	Massachusetts
6	Michigan
6	Minnesota
13	Mississippi
4	Missouri
1	Montana
4	Nebraska
3	Nevada
9	New Hampshire
9	New Jersey
3	New Mexico
10	New York
12	North Carolina
4	North Dakota
8	Ohio
4	Oklahoma
1	Oregon
11	Pennsylvania
9	Rhode Island
13	South Carolina
4	South Dakota
12	Tennessee
5	Texas
3	Utah
9	Vermont
12	Virginia
1	Washington
12	West Virginia
6	Wisconsin
1	Wyoming
3	Bureau of Indian Affairs schools
1	Guam
13	Puerto Rico
1	Samoa
1	Trust Territory
13	Virgin Islands

Directory of Specialized Offices

Special Office for the Visually Impaired (S1)
American Printing House for the Blind
1839 Frankfort Avenue
Box 6085
Louisville, Kentucky 40206
(502) 895-2406

Specialized Office for the Deaf and Hard of Hearing (S2)
University of Nebraska–Lincoln
175 Nebraska Hall
Lincoln, Nebraska 68588
(402) 472-2141

Specialized Office Three (S3)
467 Wisconsin Research and Development Center for
Cognitive Learning
1025 West Johnson Street
Madison, Wisconsin 53706
(608) 263-7851

Special Office for Materials Distribution (SOMD)
Indiana University
Audio-Visual Center
Bloomington, Indiana 47401
(812) 337-2853–Main Office
(812) 337-1511–Circulation Department

Directory of Area Learning Resource Centers (ALRCs)

Region **Center**

1 Northwest ALRC
University of Oregon
Clinical Services Building, Third Floor
Eugene, Oregon 97403
(503) 686-3591

2 California LRC
600 South Commonwealth Avenue, Suite 1304
Los Angeles, California 90005
(213) 361-2104

3 Southwest ALRC
New Mexico State University
Box 3AW
Las Cruces, New Mexico 88003
(505) 646-1017

4 Midwest ALRC
Drake University
1336 26th Street
Des Moines, Iowa 50311
(515) 271-3951

5 Texas ALRC
The University of Texas at Austin
College of Education Building
1912 Speedway
Austin, Texas 78712
(512) 471-3145

6 Great Lakes ALRC
Michigan Department of Education
P. O. Box 420
Lansing, Michigan 48902
(517) 373-9433

7 ALRC No. 7
Educational Media and Information Service
Department for Exceptional Children
Illinois Office of Education
100 North First Street
Springfield, Illinois 62777
(217) 782-2436

8 Ohio ALRC
933 High Street
Worthington, Ohio 43085
(614) 466-2650

9 Northeast ALRC
168 Bank Street
Hightstown, New Jersey 08520
(609) 443-5753

10 New York State ALRC
55 Elk Street, Room 117
Albany, New York 12234
(518) 474-2251

11 National Learning Resource Center of Pennsylvania
Ansley Building, Old Easton Road
Doylestown, Pennsylvania 18901
(215) 265-3706

12 Mid-East ALRC
University of Kentucky
123 Porter Building
Lexington, Kentucky 40506
(606) 258-4921

13 Southeast LRC
Auburn University at Montgomery
Montgomery, Alabama 36109
(205) 279-9110, Ext. 258

Serving all ALRCs
NCEMMH Coordination Services for ALRCs*
National Center on Educational Media and
Materials for the Handicapped
The Ohio State University
Columbus, Ohio 43210
(614) 422-7596

*For additional copies of list, write to NCEMMH.

Educators often find themselves in a state of quandry from having to choose resources from among a large variety of indexes or bibliographies. *Key Resources in Career Education: An Annotated Guide* (from the National Institute of Education, Washington, D. C., 1976) is a document which consolidates the major career education resources in a very logical and systematic manner. The following title page should illustrate the utility of this guide.

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BIBLIOGRAPHY OF FREE CAREER RESOURCE MATERIALS

Free career materials may be requested by writing to the following companies or groups:

Accountant

Accounting Careers Council
National Distribution Center
P. O. Box 650
Radio City Station
New York, New York 10019

American Woman's Society of Certified Public Accountants
327 South LaSalle Street
Room 738
Chicago, Illinois 60604

National Association of Accountants
919 Third Avenue
New York, New York 10022

National Society of Public Accountants
1717 Pennsylvania Avenue, N. W.
Washington, D. C. 20006

American Institute of Certified Public Accountants
666 Fifth Avenue
New York, New York 10019

Association of Independent Colleges and Schools
1730 M Street, N. W.
Washington, D. C. 20036

National Recruitment Coordinator
Internal Revenue Service
U. S. Department of the Treasury
1111 Constitution Avenue, N. W.
Washington, D. C. 20224

Office of Management Services
U. S. Department of Agriculture
14th and Independence Avenue, S. W.
Washington, D. C. 20250

Actuary

Casualty Actuarial Society
200 E. 42nd Street
New York, New York 10017

Institute of Life Insurance
277 Park Avenue
New York, New York 10017

Administrator, Health

American College of Hospital Administrators
840 North Lake Shore Drive
Chicago, Illinois 60611

Association of University Programs in Health Administration
1 Dupont Circle, N. W.
Washington, D. C. 20036

Hospital Financial Management Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Advertising

American Advertising Federation
1225 Connecticut Avenue, N. W.
Washington, D. C. 20036

American Association of Advertising Agencies
200 Park Avenue
New York, New York 10017

Fashion Institute of Technology
227 W. 27th Street
New York, New York 10001

Advertising Education Publications
3429 Fifty-fifth Street
Lubbock, Texas 79413

Aeronautical Technology

Academy of Aeronautics
LaGuardia Airport Station
Flushing, New York 11371

American Institute of Aeronautics and Astronautics
1290 Avenue of the Americas
New York, New York 10019

Aerospace Medical Association
Washington National Airport
Washington, D. C. 20001

Agriculture

Office of Personnel
U. S. Department of Agriculture
14th and Independence Avenue, S. W.
Washington, D. C. 20250

American Farm Bureau Federation
225 Touhy Avenue
Park Ridge, Illinois 60068

Agricultural Engineers

American Society of Agricultural Engineers
P. O. Box 410
St. Joseph, Michigan 49085

Agricultural Management

Farmers Home Administration
U. S. Department of Agriculture
14th and Independence Avenue, S. W.
Washington, D. C. 20250

Agricultural Marketing Service

U. S. Department of Agriculture
14th and Independence Avenue, S. W.
Washington, D. C. 20250

Agricultural Research Service

U. S. Department of Agriculture
14th and Independence Avenue, S. W.
Washington, D. C. 20250

Agricultural Stabilization and Conservation Service

U. S. Department of Agriculture
14th and Independence Avenue, S. W.
Washington, D. C. 20250

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Agronomy

American Society of Agronomy
677 South Segoe Road
Madison, Wisconsin 53711

Air Conditioning/Heating

Braniff Education Systems, Incorporated
P. O. Box 35001
Dallas, Texas 75235

American Society of Heating, Refrigerating and
Airconditioning Engineers
345 E. 47th Street
New York, New York 10017

Ryder Schools, Incorporated
P. O. Box 816
Miami, Florida 33152

National Oil Fuel Institute
60 E. 42nd Street
New York, New York 10017

Air Force

Advisory Service
Air Force ROTC
Maxwell AFB, Alabama 36112

Director of Admissions
U. S. Air Force Academy
Colorado 80840

Educational Opportunities
Air Force Opportunities
Box A
Randolph AFB, Texas 78148

Air Freight

Braniff Education Systems, Incorporated
P. O. Box 35001
Dallas, Texas 75235

Air Pollution Control

Air Pollution Control Employment Bulletin
Ability Search
Davis Building, Suite 202
1629 K Street, N. W.
Washington, D. C. 20006

Air Transportation

Air Transport Association of America
1000 Connecticut Avenue, N. W.
Washington, D. C. 20036

Braniff Education Systems, Incorporated
P. O. Box 35001
Mail Station X-25
Dallas, Texas 75235

Air Transport Rating

Braniff Education Systems, Incorporated
P. O. Box 35001
Dallas, Texas 75235

Airline Dispatchers

Air Line Dispatchers Association
16219 142nd Avenue, S. E.
Renton, Washington 98055

Airline Mechanics

Braniff Education Systems, Incorporated
P. O. Box 35001
Dallas, Texas 75235

Airline Steward and Stewardess

Air Line Stewards and Stewardesses Association
Transport Workers' Union of America
205 West Wacker Drive
Chicago, Illinois 60606

Braniff Education Systems, Incorporated
P. O. Box 35001
Dallas, Texas 75235

80

Air Transport Association of America
1000 Connecticut Avenue, N. W.
Washington, D. C. 20036

Aluminum Industry

The Aluminum Association
420 Lexington Avenue
New York, New York 10017

Amusement Parks

Director of Personnel
Employment Office
Disney World
Orlando, Florida 32802

Animal Science

American National Cattlemen's Association
1001 Lincoln Street
Denver, Colorado 80201

American Association for Laboratory Animal Sciences
2317 West Jefferson Street, Suite 208
Joliet, Illinois 60435

Anthropology

American Anthropological Association
1703 New Hampshire
Washington, D. C. 20016

Apparel Industry Occupations

American Apparel Manufacturers Association
200 K Street, N. W.
Washington, D. C. 20006

Appliance Serviceman

Association of Home Appliance Manufacturers
20 North Wacker Drive
Chicago, Illinois 60606

Practical Schools
1620 South Sinclair Street
Anaheim, California 92806

Apprenticeships

See your state employment service, or write:
Bureau of Apprenticeship and Training
Manpower Administration
U. S. Department of Labor
Washington, D. C. 20210

Arborist

National Arborist Association
1750 Old Meadow Road
McLean, Virginia 22101

Archaeology

Archaeological Institute of America
260 West Broadway
New York, New York 10013

Architect

Education and Research Department
American Institute of Architects
1735 New York Avenue, N. W.
Washington, D. C. 20006

Executive Secretary
National Architectural Accrediting Board, Inc.
1735 New York Avenue, N. W.
Washington, D. C. 20006

The American Institute of Architects
Public Relations Department
1735 New York Avenue, N. W.
Washington, D. C. 20006

Army

U. S. Army Recruiting Command
Commander
Attn: USARCAI-D
Fort Sheridan, Illinois 60037

DCSROTC

U. S. Army Training and Doctrine Command
Fort Monroe, Virginia 23651

Headquarters
U. S. Army Recruiting Command
Hampton, Virginia 23369

Army, Woman's

Commander
Attn: USARCASP-D
Fort Sheridan, Illinois 60037

Armed Forces, Women

OASD (M&RA)
DACOWITS
Room 3D281
The Pentagon
Washington, D. C. 20301

Art

Department of Public Information
Philadelphia College of Art
Broad and Pine Streets
Philadelphia, Pennsylvania 19102

National Association of Schools of Art
Suite 650
One DuPont Circle
Washington, D. C. 20036

National Art Education Association
1201 Sixteenth Street, N. W.
Washington, D. C. 20036

Asbestos and Insulating Workers

International Association of Heat and Frost
Insulators and Asbestos Workers
1300 Connecticut Avenue, N. W.
Washington, D. C. 20036

Astronomer

American Astronomical Society
211 FitzRandolf Road
Princeton, New Jersey 08540

Edmund Scientific Company
555 Edscorp Building
Barrington, New Jersey 08007

Interagency Board of U. S. Civil Service
Examiners for Washington, D. C.
1900 E Street, N. W.
Washington, D. C. 20415

Atomic Energy

Atomic Energy Commission
Division of Environmental Protection
Washington, D. C. 20545

Auctioneer

National Auctioneers Association
135 Lakewood Drive
Lincoln, Nebraska 68510

Audiology

American Speech and Hearing Association
9030 Old Georgetown Road
Washington, D. C. 20014

Audit Clerk

Hospital Financial Management Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Auditing

Institute of Internal Auditors, Incorporated
5500 Diplomat Circle
Orlando, Florida 32810

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Automobile Dealers

National Automobile Dealers Association
2000 K Street, N. W.
Washington, D. C. 20006

Public Relations Staff
General Motors Corporation
Detroit, Michigan 48202

Automotive Engineering

Land, Air, Sea and Space
The Society of Automotive Engineers, Incorporated
400 Commonwealth Drive
Warrendale, Pennsylvania 15086

Society of Automotive Engineers
Two Pennsylvania Plaza
New York, New York 10001

Automotive Parts

National Automotive Parts Association
Columbus Distribution Center
845 Grandview Avenue
Columbus, Ohio 43215

Automobile Production

Ford Motor Company
Educational Affairs Department
American Road
Dearborn, Michigan 48121

Auto Body Repair

Ryder Schools, Incorporated
P. O. Box 816
Miami, Florida 33152

Automotive Repairman/Mechanic

Automotive Service Industry Association
230 North Michigan Avenue
Chicago, Illinois 60601

Braniff Education Systems, Incorporated
P. O. Box 35001
Dallas, Texas 75235

Certified Automotive Repairmen's Society
56th and Chestnut Streets
Philadelphia, Pennsylvania 19139

National Automotive Technician Certification Board
4001 Warren Boulevard
Hillside, Illinois 60162

National Institute for Automotive Service Excellence
1825 K Street, N. W.
Washington, D. C. 20006

Ryder Schools, Incorporated
P. O. Box 816
Miami, Florida 33152

Automobile Workers

Director of Education
United Automobile Workers of America
International Union Solidarity House
8000 East Jefferson Avenue
Detroit, Michigan 48214

Aviation

General Aviation Manufacturers Association
Suite 1215
1025 Connecticut Avenue, N. W.
Washington, D. C. 20036

Department of Transportation
Federal Aviation Administration
Washington, D. C. 20590

National Aerospace Education Council
Shoreham Building, Suite 310
806 Fifteenth Street, N. W.
Washington, D. C. 20005

Piper Aircraft Corporation
Air Science Education Kit ASE-TK-1
Lock Haven, Pennsylvania 17745

Avionics

Academy of Aeronautics
LaGuardia Airport Station
Flushing, New York 11371

Bacteriology and Microbiology

American Society for Microbiology
1913 I Street, N. W.
Washington, D. C. 20006

Baker

Associated Retail Bakers of America
731-735 West Sheridan Road
Chicago, Illinois 60613

American Bakers Association
1700 Pennsylvania Avenue, N. W.
Washington, D. C. 20006

Banking

The American Bankers Association
1120 Connecticut Avenue, N. W.
Washington, D. C. 20036

National Association of Bank Women
111 East Wacker Drive
Chicago, Illinois 60601

Barber

Associated Master Barbers and Beauticians of America
219 Greenwish Road
P. O. Box 17782
Charlotte, North Carolina 28211

National Association of Barber Schools, Inc.
59 East 1700 South
Salt Lake City, Utah 84115

87

National Barber Career Center
3839 White Plains Road
Bronx, New York 10467

International Association of Barbers
4755 Kingsway Drive
Indianapolis, Indiana 46205

Bellman

American Hotel and Motel Association
221 W. 57th Street
New York, New York 10019

Bicycle Retailing

Columbia Manufacturing Company
Westfield, Maine 01085

Biological Sciences

American Institute of Biological Sciences
3900 Wisconsin Avenue, N. W.
Washington, D. C. 20016

Education Division
American Institute of Biological Sciences
1401 Wilson Boulevard
Arlington, Virginia 22209

Blacksmith and Boilermaker

International Brotherhood of Boilermakers, Iron
Shipbuilders, Blacksmiths, Forgers and Helpers
Eighth at State Avenue
Kansas City, Kansas 66101

Boat Manufacturing

Association of Engine and Boat Manufacturers
537 Steamboat Road
Greenwich, Connecticut 06830

Bookkeeper

Hospital Financial Management Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Botany

Botanical Society of America
Department of Botany
Rutgers University
New Brunswick, New Jersey 08903

Bowling

Professional Bowlers Association of America
1720 Merriman Road
Akron, Ohio 44313

Professional Woman Bowlers Association
277 South Broadway
Akron, Ohio 44308

Boys' Clubs

Recruitment and Placement Service
Boys' Clubs of America
771 First Avenue
New York, New York 10017

Bricklayers

Brick Institute of America
1750 Old Meadow Road
McLean, Virginia 22101

Bricklayers, Masons, and Plasterers International
Union of America
815 Fifteenth Street, N. W.
Washington, D. C. 20005

Broadcasting

NAEB
1346 Connecticut Avenue, N. W.
Washington, D. C. 20036

National Association of Broadcasters
Public Relations Department
1771 N Street, N. W.
Washington, D. C. 20036

Building Contractors

Associated Builders and Contractors
P. O. Box 8733
Baltimore-Washington International Airport
Maryland 21204

General Building Contractors Association,
Incorporated
Suite 1212
2 Penn Center Plaza
Philadelphia, Pennsylvania 19102

Business

Association of Independent Colleges and Schools
Guidance Department
Suite 401
1730 M Street, N. W.
Washington, D. C. 20036

American Assembly of Collegiate Schools of
Business
760 Office Parkway, Suite 50
St. Louis, Missouri 63141

Business and Professional Women's Foundation
2012 Massachusetts Avenue, N. W.
Washington, D. C. 20036

International Association of Business Communicators
2108 Braewick Circle
Akron, Ohio 44313

Hospital Financial Management Association
840 North Lake Shore Drive
Chicago, Illinois 60611

National Business Career Center
3839 White Plains Road
Bronx, New York 10467

National Federation of Independent Business
150 West 20th Avenue
San Mateo, California 94403

Personnel Officer
Operations Division
Office of the Secretary
U. S. Department of Commerce
Washington, D. C. 20230

Personnel Officer
Domestic and International Business
U. S. Department of Commerce
Washington, D. C. 20230

U. S. Small Business Administration
1441 L Street, N. W.
Washington, D. C. 20416

Small Business Administration Field Office
36 South Pennsylvania Street
Indianapolis, Indiana 46204

American Business Press
205 E. 42nd Street
New York, New York 10017

Business Equipment

Business Equipment Manufacturer's Association
235 E. 42nd Street
New York, New York 10017

Butcher

Amalgamated Meat Cutters and Butchers
2800 North Sheridan Road
Chicago, Illinois 60657

Car Manufacturers

Motor Vehicle Manufacturers Association of the U. S.
Modern Talking Picture Service
2323 New Hyde Park Road
New Hyde Park, New York 11040

Careers (General)

The United Educators, Incorporated
Tangley Oaks Educational Center
Lake Bluff, Illinois 60044

Carpenter

United Brotherhood of Carpenters and Joiners of America
National Forest Products Association
1619 Massachusetts Avenue, N. W.
Washington, D. C. 20036

Cartography

American Congress on Surveying and Mapping
733 Fifteenth Street, N. W.
Washington, D. C. 20005

Cartooning

Newspaper Comics Council
260 Madison Avenue
New York, New York 10016

Ceramics

American Ceramic Society
4055 North High Street
Columbus, Ohio 43214

Ceramic Educational Council
American Ceramic Society
65 Ceramic Drive
Columbus, Ohio 43214

Chefs

Educational Director
National Restaurant Association
1530 North Lake Shore Drive
Chicago, Illinois 60610

Professional Chefs and Cooks
The Culinary Institute of America
North Road
Hyde Park, New York 12538

Chemistry

American Chemical Society
1155 Sixteenth Street, N. W.
Washington, D. C. 20036

Community Relations
The B. F. Goodrich Company
500 South Main Street
Akron, Ohio 44318

American Society of Biological Chemists
9650 Rockville Pike
Bethesda, Maryland 20014

American Association of Clinical Chemists
1725 K Street, N. W.
Washington, D. C. 20006

Manufacturing Chemists Association
1825 Connecticut Avenue, N. W.
Washington, D. C. 20009

American Institute of Chemical Engineers
345 E. 47th Street
New York, New York 10017

Salesmen's Association of the American Chemical
Industry
79 Madison Avenue
New York, New York 10016

Child Care

Day Care and Child Development Council of America,
Incorporated
1401 K Street, N. W.
Washington, D. C. 20005

Child Welfare League of America
67 Irving Place
New York, New York 10003

Association of Childhood Education, Incorporated
3615 Wisconsin Avenue, N. W.
Washington, D. C. 20016

Chiropractic

American Chiropractic Association
Department of Information Services
2200 Grand Avenue
Des Moines, Iowa 50312

International Chiropractors Association Education
Commission
741 Brady Street
Davenport, Iowa 52808

Church Vocations

Catholic National Center for Church Vocations
305 Michigan Avenue
Detroit, Michigan 48226

CIA

Central Intelligence Agency
Director of Personnel
P. O. Box 1925
Washington, D. C. 20505

Citrus Growing

Sunkist Growers, Incorporated
Consumer Services
P. O. Box 7888, Valley Annex
Van Nuys, California 91409

City and Regional Planner

American Institute of Planners
917 Fifteenth Street, N. W.
Washington, D. C. 20005

Civil Engineer

American Society of Civil Engineers
345 E. 47th Street
New York, New York 10017

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Civil Service

U. S. Civil Service Commission
Washington, D. C. 20415

Also write the nearest Federal Job Information Center

Clergy

National Council of the Churches of Christ in U. S. A.
Professional Church Leadership
475 Riverside Drive, Room 770
New York, New York 10027

Clerical

Association of Independent Colleges and Schools
1730 M Street, N. W.
Washington, D. C. 20036

U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

Clerk

Accounts Receivable Clerk
Hospital Financial Management Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Clown

Barnum and Bailey Circus Clown College
Box 1528
Venice, Florida 33595

Club Management

Club Managers Association of America
5530 Wisconsin Avenue, Suite 705
Washington, D. C. 20015

Coal Industry

Education Division
National Coal Association
Coal Building
1130 Seventeenth Street, N. W.
Washington, D. C. 20036

Coast Guard

Director of Admissions
U. S. Coast Guard Academy
New London, Connecticut 06320

U. S. Coast Guard
400 Seventh Street, S. W.
Washington, D. C. 20590

U. S. Coast Guard
Public Information Division
Washington, D. C. 20591

Colleges

Association of Independent Colleges and Schools
1730 M Street, N. W.
Washington, D. C. 20036

Commerce

Director
Employment Information Center
Office of Personnel
Assistant Secretary for Administration
U. S. Department of Commerce
Washington, D. C. 20230

Personnel Officer
Operations Division
Office of the Secretary
U. S. Department of Commerce
Washington, D. C. 20230

Commercial Artist

American Advertising Federation
Bureau of Education and Research
Suite 200
1225 Connecticut Avenue, N. W.
Washington, D. C. 20036

Communication

Society for Technical Communication
1010 Vermont Avenue, N. W.
Suite 421
Washington, D. C. 20005

Community Work

United Way of America
801 North Fairfax Street
Alexandria, Virginia 22314

Comptometer

Victor Comptometer Corporation
3900 North Rockwell Street
Chicago, Illinois 60618

Computers

American Federation of Information Processing
Societies, Incorporated
210 Summit Avenue
Montvale, New Jersey 07645

Business Equipment Manufacturers Association
1828 L Street, N. W.
Washington, D. C. 20036

IEEE, Computer Group
345 E. 47th Street
New York, New York 10017

National Better Business Bureau, Incorporated
230 Park Avenue
New York, New York 10017

Society for Information Display
654 North Sepulveda Boulevard
Los Angeles, California 90049

Systems and Procedures Association
7890 Brookside Drive
Cleveland, Ohio 44138

Univac
Sperry Road Building
New York, New York 10019

Control Data Institute
Corporate Headquarters
8100 34th Avenue South
Box O
Minneapolis, Minnesota 55440

Electronic Computer Programming Institute
576 Central Avenue
East Orange, New Jersey 07018

Electronic Computer Programming Institute
Empire State Building
New York, New York 10001

Conservation

Soil Conservation Service
U. S. Department of Agriculture
Washington, D. C. 20250

Bureau of Land Management
Denver Service Center
Federal Center Building 50
Denver, Colorado 80225

Construction

AFL-CIO
Building and Construction Trades Department
815 Sixteenth Street, N. W.
Washington, D. C. 20006

Associated General Contractors of America
1957 East Street, N. W.
Washington, D. C. 20006

Associated Builders and Contractors
Box 698
Glen Burnie, Maryland 21061

International Hod Carriers' Building and Common
Laborers' Union of America
905 Sixteenth Avenue
Washington, D. C. 20006

National Association of Women in Construction
2800 West Lancaster
Fort Worth, Texas 76107

General Building Contractors Association, Incorporated
Suite 1212
2 Penn Center Plaza
Philadelphia, Pennsylvania 19102

See also **Building Contractor**

Consumer Affairs

Consumer Education Division
Federal Trade Commission
Box 12
Washington, D. C. 20580

National Consumer Finance Association
1000 Sixteenth Street, N. W.
Washington, D. C. 20036

Consumer Markets Division
Eastman Kodak Company
Rochester, New York 14650

Corrective Therapist

American Corrective Therapy Association
Public Relations Officer
1781 Begen Avenue
Mountain View, California 94040

Cosmetology

National Association of Cosmetology Schools
3839 White Plains Road
Bronx, New York 10467

National Association of Cosmetology Schools
599 South Livingston Avenue
Livingston, New Jersey 07309

National Hairdressers and Cosmetologist Association
35105 Olive Street
St. Louis, Missouri 63103

National Beauty Culturists League
25 Logan Circle, N. W.
Washington, D. C. 20005

Cosmetology Accrediting Commission
1601 Eighteenth Street, N. W.
Washington, D. C. 20009

Counseling

American Personnel and Guidance Association
1607 New Hampshire Avenue, N. W.
Washington, D. C. 20009

Crime and Delinquency

National Council on Crime and Delinquency
411 Hackensack Avenue
Hackensack, New Jersey 07601

National Council on Crime and Delinquency
291 Route 17
Paramus, New Jersey 07652

Crop Science

Crop Science Society of America, Incorporated
677 South Segoe Road
Madison, Wisconsin 53711

Crystallography

American Crystallographic Association
University of Washington
Seattle, Washington 98195

Cylinder-Press Man

Printing Industries of America, Incorporated
20 Chevy Chase Circle, N. W.
Washington, D. C. 20015

Cytotechnologist

American Cancer Society
219 E. 42nd Street
New York, New York 10017

Board of Registry (ASCP)
P. O. Box 4872
Chicago, Illinois 60680

Dairy and Food Industries

Purdue University
Food Sciences Institute
104 Smith Hall
Lafayette, Indiana 47907

Dance Careers

American Association for Health, Physical Education
and Recreation
1201 Sixteenth Street, N. W.
Washington, D. C. 20036

Data Processing

American Federation of Information Processing
Societies
211 E. 43rd Street
New York, New York 10017

American Federation of Information Processing
Societies, Incorporated
210 Summit Avenue
Montvale, New Jersey 07645

Association for Educational Data Systems
1201 Sixteenth Street, N. W.
Washington, D. C. 20036

Data Processing Management Association
Public Relations Department
505 Busse Highway
Park Ridge, Illinois 60068

Electronic Computer Programming Institute
Empire State Building
New York, New York 10001

Hospital Financial Management Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Project on Information Processing
Box 201
Montclair State College
Upper Montclair, New Jersey 07043

Day Care

Metropolitan Life Insurance Company
Health and Welfare Division
Box CW
1 Madison Avenue
New York, New York 10010

See Child Care

Defense

Department of Defense
High School News Service
Building 1-B
Great Lakes, Illinois 60088

Dental Assistant

Division of Dental Health
8120 Woodmont Avenue
Bethesda, Maryland 20014

Dental Hygienists

American Dental Hygienists Association
211 East Chicago Avenue
Chicago, Illinois 60611

Dental Lab Technician

National Association of Dental Laboratories
3801 Mount Vernon Avenue
Alexandria, Virginia 22305

Dental Laboratory Conference
1918 Pine Street
Philadelphia, Pennsylvania 19103

Dentistry

American Association of Dental Schools
1625 Massachusetts Avenue, N. W.
Washington, D. C. 20036

Division of Career Guidance
Council on Dental Education
American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611

Diesel Mechanic

Director of Education
International Association of Machinists
1300 Connecticut Avenue, N. W.
Washington, D. C. 20036

Diesel Truck Driver Training

Ryder Schools, Incorporated
P. O. Box 816
Miami, Florida 33152

Dietician

American Dietetic Association
620 North Michigan Avenue
Chicago, Illinois 60611

Dog Care

Ralston Purina
Dog Care Division
Checkerboard Square
St. Louis, Missouri 63102

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Draftsman

American Institute for Design and Drafting
305 South Andrews Avenue, Suite 610
Fort Lauderdale, Florida 33301

American Federation of Technical Engineers
1126 Sixteenth Street, N. W.
Washington, D. C. 20036

Public Relations Staff
General Motors Corporation
Detroit, Michigan 48202

Ryder Schools, Incorporated
P. O. Box 816
Miami, Florida 33152

Driving Occupations

American Trucking Associations, Incorporated
Educational Services
1616 P Street, N. W.
Washington, D. C. 20036

Drycleaning

The National Institute of Dry Cleaning
909 Burlington Avenue
Silver Spring, Maryland 20910

The Registrar
International Fabricare Institute
P. O. Box 940
Joliet, Illinois 60434

Ecology

Ecological Society of America
North Carolina State University
Chapel Hill, North Carolina 27514

Ecological Society of America
Department of Biology
Rutgers University
Camden, New Jersey 08102

U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

Economist

Personnel Officer
Operations Division
Office of the Secretary
U. S. Department of Commerce
Washington, D. C. 20230

Foreign Economic Development Service
U. S. Department of Agriculture
Washington, D. C. 20250

Agency for International Development (AID)
Office of Personnel and Manpower
Professional Recruitment
Room 419
State Annex 14
Washington, D. C. 20523

Education

American College Health Association
2807 Central Street
Evanston, Illinois 60201

National Center for Information on Careers in Education
1607 New Hampshire Avenue, N. W.
Washington, D. C. 20009

Electric Sign Repair

National Electric Sign Association
2625 Butterfield Road
Oak Brook, Illinois 60521

Electroencephalograph Technician

American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

105

American Society of Electroencephalographic Technologists
University of Iowa
Division of EEG and Neurophysiology
500 Newton Road
Iowa City, Iowa 52240

Electrolysis

American Electrolysis Association
622 Evergreen Parkway
Union, New Jersey 07083

Electrolysis Society of America, Incorporated
701 Seventh Avenue
New York, New York 10036

Electronics

Ryder Schools, Incorporated
P. O. Box 816
Miami, Florida 33152

Bell and Howell Schools
Administrative Offices
4141 Belmont Avenue
Chicago, Illinois 60641

Electronic Industries Association
2001 Eye Street, N. W.
Washington, D. C. 20006

U. S. Department of Labor
Bureau of Labor Statistics
341 Ninth Avenue, Room 1009
New York, New York 10001

National Electrical Contractors Association
Public Relations Services
7315 Wisconsin Avenue
Washington, D. C. 20014

Institute of Electrical and Electronics Engineers, Incorporated
345 E. 47th Street
New York, New York 10017

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Engineering

Society of Automotive Engineers
2 Pennsylvania Plaza
New York, New York 10001

Biomedical Engineering and Instrumentation Branch
Division of Research Services
National Institute of Health
Building 13, Room 3W13
9000 Rockville Pike
Bethesda, Maryland 20014

Biomedical Engineering Society
P. O. Box 1600
Evanston, Illinois 60204

American Society of Civil Engineers
345 E. 47th Street
New York, New York 10017

American Consulting Engineers Council
1155 Fifteenth Street, N. W.
Washington, D. C. 20005

Edison Electric Institute
90 Park Avenue
New York, New York 10016

National Association of Power Engineers
176 West Adams Street
Chicago, Illinois 60603

Society of Petroleum Engineers
6200 North Central Expressway
Dallas, Texas 75206

Refrigeration Service Engineers Society
2720 Des Plaines Avenue
Des Plaines, Illinois 60018

American Society of Heating, Refrigerating and
Airconditioning Engineers
Membership Department
345 E. 47th Street
New York, New York 10017

National Association of Trade and Technical Schools
2021 L Street, N. W.
Washington, D. C. 20036

Educational Publications
General Electric Company
One River Road
Schenectady, New York 12345

National Council of Technical Schools
1835 K Street, N. W., Room 907
Washington, D. C. 20006

American Society for Engineering Education
2100 Pennsylvania Avenue, N. W.
Washington, D. C. 20037

G. M. Corporation
Public Relations Staff
G. M. Building, Room 1-101
Detroit, Michigan 48202

Institute for the Certification of Engineering
Technicians
2029 K Street, N. W.
Washington, D. C. 20006

National Council of Engineering Examiners
Box 752
Clemson, South Carolina 29631

Engineers Joint Council
345 E. 47th Street
New York, New York 10017

American Society for Engineering Education
1346 Connecticut Avenue, N. W.
Washington, D. C. 20036

Engineers Council for Professional Development
345 E. 47th Street
New York, New York 10017

Society for Women Engineers
United Engineering Center
Room 305
345 E. 47th Street
New York, New York 10017

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English

U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

Occupational Outlook Service
U. S. Department of Labor
441 G Street, N. W., Room 2734
Washington, D. C. 20009

Entomology

Entomological Society of America
4603 Calvert Road
College Park, Maryland 20740

Environment

U. S. Environmental Protection Agency
Office of Education
401 M Street, S. W.
Washington, D. C. 20460

Environmental Protection Agency
Office of Public Affairs
Washington, D. C. 20460

Farming

Farmer's Home Administration
Suite 1700
5610 Crawfordsville Road
Indianapolis, Indiana 46224

National Farm and Power Equipment Dealers
Association
2340 Hampton Avenue
St. Louis, Missouri 63139

Farm and Industrial Equipment Institute
850 Wrigley Building North
410 North Michigan Avenue
Chicago, Illinois 60611

American Farm Bureau Federation
225 Touhy Avenue
Park Ridge, Illinois 60068

National Grange
1616 H Street, N. W.
Washington, D. C. 20006

Future Farmers of America
National FFA Center
Box 15160
Alexandria, Virginia 22309

Fashion Careers

Buying and Merchandising
Fashion Design
Fashion Illustration
Fashion Photography

Fashion Institute of Technology
227 W. 27th Street
New York, New York 10001

FBI

Federal Bureau of Investigation
Department of Justice Building
Washington, D. C. 20535

Fire Protection Engineers

International Association of Fire Fighters
905 Sixteenth Street, N. W.
Washington, D. C. 20006

Society of Fire Protection Engineers
60 Batterymarch Street
Boston, Massachusetts 02110

Fishing

Massachusetts Seafood Council
Fish Pier
Boston, Massachusetts 02210

American Fisheries Society
5410 Grosvenor Lane
Bethesda, Maryland 20014

Flight Engineers

Flight Engineers' International Association
905 Sixteenth Street, N. W.
Washington, D. C. 20006

Flight Training

Braniff Education Systems, Incorporated
P. O. Box 35001
Dallas, Texas 75235

Floral Industry

The Society of American Florists
901 North Washington Street
Alexandria, Virginia 22314

Food Industry and Services

National Food Brokers Association
1916 M Street, N. W.
Washington, D. C. 20036

National Association of Food Chains
1725 Eye Street, N. W.
Washington, D. C. 20006

Animal and Plant Health Inspection Service
U. S. Department of Agriculture
14th and Independence Avenue, S. W.
Washington, D. C. 20250

Food and Nutrition Service
U. S. Department of Agriculture
Employment and Employees Relations Branch
14th and Independence Avenue, S. W.
Washington, D. C. 20250

American School Foodservice Association
Box 10095
Denver, Colorado 80210

National Institute for the Foodservice Industry
120 South Riverside Plaza
Chicago, Illinois 60606

Food Service Executives Association
2827 Rupp Drive
Fort Wayne, Indiana 46805

Council on Hotel, Restaurant and Institutional
Education
1522 K Street, N. W.
Washington, D. C. 20005

Institute of Food Technologists
Scholarship Center
221 North LaSalle Street
Chicago, Illinois 60601

Foreign Languages

U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

Occupational Outlook Service
U. S. Department of Labor
441 G Street, N. W., Room 2734
Washington, D. C. 20212

Massachusetts Institute of Technology
Admissions Office, Room 3-103
77 Massachusetts Avenue
Cambridge, Massachusetts 02139

Foreign Service

Department of State
Board of Examiners
Washington, D. C. 20520

U. S. Department of State
Division of Employment
Washington, D. C. 20520

Forestry

National Forest Products Association
Wood Industry Careers Program
1619 Massachusetts Avenue, N. W.
Washington, D. C. 20036

U. S. Department of Agriculture
14th and Independence Avenue, S. W.
Washington, D. C. 20250

Superintendent of Documents
Government Printing Office
Washington, D. C. 20402

Society of American Foresters
1010 Sixteenth Street, N. W.
Washington, D. C. 20036

Foundryman

Foundry Educational Foundation
1138 Terminal Tower
Cleveland, Ohio 44113

Funeral Service

National Funeral Directors Association
135 West Wells Street
Milwaukee, Wisconsin 53202

National Association of Colleges of Mortuary
Science, Incorporated
229 Park Avenue South
New York, New York 10003

Furniture Upholsterers

Upholsterers International Union of North America
1500 North Broad Street
Philadelphia, Pennsylvania 19121

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Gas-Appliance Servicemen

Public Relations Department
Gas Appliance Manufacturers Association
1901 North Fort Myer Drive
Arlington, Virginia 22209

Geography

Association of American Geographers
1146 Sixteenth Street, N. W.
Washington, D. C. 20036

Geological Sciences

American Geological Institute
5205 Leepsburg Pike
Falls Church, Virginia 22041

Geophysics

American Geophysical Union
1707 L Street, N. W.
Washington, D. C. 20036

Society of Exploration Geophysicists
P. O. Box 3098
Tulsa, Oklahoma 74101

American Geophysical Union
2100 Pennsylvania Avenue, N. W.
Washington, D. C. 20037

Girl Scouts

Girl Scouts of the U. S. A.
830 Third Avenue
New York, New York 10022

Goldsmith

Society of North American Goldsmiths
5600 Walnut Street
Pittsburgh, Pennsylvania 15232

Golf

Journal of Golf Course Superintendents Association
of America
3158 Des Plaines Avenue
Des Plaines, Illinois 60018

Golf Course Superintendents of America
1617 St. Andrews Drive
Lawrence, Kansas 66044

Graphic Arts

Graphic Arts Technical Foundation
4615 Forbes Avenue
Pittsburgh, Pennsylvania 15213

Handicapped

Dormitory Training Program
National Association for Retarded Children
2709 Avenue E East
Arlington, Texas 76011

Health Careers and Research

American School Health Association
107 S. Depeyster Street
Kent, Ohio 44240

American Alliance of H.P.E. and R.
1201 Sixteenth Street, N. W.
Washington, D. C. 20036

American Hospital Association
Division of Career Information
840 North Lake Shore Drive
Chicago, Illinois 60611

American Diabetes Association
18 E. 48th Street
New York, New York 10017

American Heart Association
44 E. 23rd Street
New York, New York 10010

Bureau of Health Manpower Education
Information Office
National Institutes of Health
9000 Rockville Pike
Bethesda, Maryland 20014

National Cystic Fibrosis Research Foundation
3379 Peachtree Road N. E., Suite 950
Altlanta, Georgia 30326

Epilepsy Foundation of America
1828 L Street, N. W., Suite 406
Washington, D. C. 20036

National Health Council
1740 Broadway
New York, New York 10019

Office of the Surgeon General
Department of the Army
Attn: DASG-PTP
Washington, D. C. 20314

U. S. Department of Health, Education and Welfare
Public Health Service
Health Resources Administration
Washington, D. C. 20201

Chief, Bureau of Medicine and Surgery
Attn: Code 3
Navy Department
Washington, D. C. 20390

Air Force Military Personnel Center
Attn: SGS
Randolph Air Force Base
Texas 78148

Virginia Council on Health and Medical Care
Health Careers Program
P. O. Box 12363, Central Station
Richmond, Virginia 23241

National Environmental Health Association
1600 Pennsylvania Avenue
Denver, Colorado 80203

Association of Schools of Allied Health Professions
One Dupont Circle, Suite 300
Washington, D. C. 20036

American Public Health Association
1015 Eighteenth Street, N. W.
Washington, D. C. 20036

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American Social Health Association
1740 Broadway
New York, New York 10019

Also see **Medicine**

Heavy Equipment Operator

Ryder Schools, Incorporated
P. O. Box 816
Miami, Florida 33152

Hematologists

American Society of Hematologists
Veterans Hospital
42nd and Clemment Street
San Francisco, California 94121

Histologic Technician

Board of Registry (ASCP)
P. O. Box 4872
Chicago, Illinois 60680

Hobby Shops

U. S. Small Business Administration
1441 L Street, N. W.
Washington, D. C. 20416

Homebound, Careers for

President's Committee on Employment of the Handicapped
Washington, D. C. 20210

Home Builders

National Association of Home Builders
c/o Manpower Department
15th and M Street, N. W.
Washington, D. C. 20005

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Home Economics

U. S. Department of Agriculture
Division of Home Economics
Washington, D. C. 20250

American Home Economics Association
2010 Massachusetts Avenue
Washington, D. C. 20036

Homemaker

National Council for Homemaker/Home Health Aide Services
67 Irving Place
New York, New York 10003

Horticulture

American Society for Horticultural Science
National Center for American Horticulture
Mount Vernon, Virginia 22121

Hospital Careers

American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Hospital Financial Management Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Association of University Programs in Hospital
Administration
One Dupont Circle, Suite 420
Washington, D. C. 20036

Hotel Administration

Council on Hotel, Restaurant and Institutional
Education
1522 K Street, N. W.
Washington, D. C. 20005

Stephen S. Nisbet Building
1407 South Harrison Road
Michigan State University
East Lansing, Michigan 48823

American Hotel and Motel Association
888 Seventh Avenue
New York, New York 10019

Educational Institute
American Hotel and Motel Association
Kellogg Center
Michigan State University
East Lansing, Michigan 48823

Hotel Sales Management Association
358 Fifth Avenue
New York, New York 10001

Housekeepers

National Executive Housekeepers Association
Business and Professional Building
Second Avenue
Gallipolis, Ohio 45631

Human Services

National Association of Human Services Technologies
1127 Eleventh Street, Main Floor
Sacramento, California 95814

Hygienist

American Industrial Hygiene Association
210 Haddon Avenue
Westmont, New Jersey 08108

Illuminating Engineer

Illuminating Engineering Society
345 E. 47th Street
New York, New York 10017

Illustrator

Association of Medical Illustrators
Medical College of Georgia
Augusta, Georgia 30902

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Society of Illustrators
128 E. 63rd Street
New York, New York 10021

Industry

Association of Industrial Advertisers
Education Committee
41 E. 42nd Street
New York, New York 10017

American Institute of Industrial Engineers
25 Technology Park/Atlanta
Norcross, Georgia 30071

American Association of Industrial Nurses
79 Madison Avenue
New York, New York 10016

National Industrial Recreation Association
20 North Wacker Drive
Chicago, Illinois 60606

Information Science

Interdisciplinary Doctoral Program in Information Science
135 North Bellefield Street
Pittsburgh, Pennsylvania 15213

American Society for Information Science
2000 P Street, N. W.
Washington, D. C. 20036

American Federation of Information Processing Societies,
Incorporated
210 Summit Avenue
Montvale, New Jersey 07645

Inhalation Therapy

American Association for Inhalation Therapy
3554 Ninth Street
Riverside, California 92501

Insurance

College of Insurance
150 William Street
New York, New York 10038

Hospital Financial Management Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Education Services
Institute of Life Insurance
Health Insurance Institute
277 Park Avenue
New York, New York 10017

Insurance Information Institute
Education Division
110 William Street
New York, New York 10038

National Association of Insurance Women
4848 South Peoria
Ben Crowley Building, Suite 202
Tulsa, Oklahoma 74105

Interior Design

Fashion Institute of Technology
227 W. 27th Street
New York, New York 10001

American Institute of Interior Designers
730 Fifth Avenue
New York, New York 10022

National Society of Interior Designers
315 E. 62nd Street
New York, New York 10021

Jewelers

Retail Jewelers of America
1025 Vermont Avenue, N. W.
Washington, D. C. 20005

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Manufacturing Jewelers and Silversmiths of America
Sheraton-Biltmore Hotel, Room S-75
Providence, Rhode Island 02902

Jockey

The Jockey Club
300 Park Avenue
New York, New York 10022

Jockey's Guild, Incorporated
555 Fifth Avenue
New York, New York 10017

Journalism

Information Center
Magazine Publishers Association
575 Lexington Avenue
New York, New York 10022

The Society of Professional Journalists
Sigma Delta Chi
Professional Journalistic Society
35 East Wacker Drive
Chicago, Illinois 60601

The Newspaper Fund
P. O. Box 300
Princeton, New Jersey 08540

Association for Education in Journalism
School of Journalism
University of Missouri
Columbia, Missouri 65201

American Newspaper Publishers Association Foundation
P. O. Box 17407
Dulles International Airport
Washington, D. C. 20041

Newspaper Comics Council
260 Madison Avenue
New York, New York 10016

Laboratory Assistants

Board of Certified Laboratory Assistants
445 North Lake Shore Drive
Chicago, Illinois 60611

Board of Registry (ASCP)
P. O. Box 4872
Chicago, Illinois 60680

Landscape Architect

The American Society of Landscape Architects
1750 Old Meadow Road
McLean, Virginia 22101

Languages

American Translators Association
Box 129
Croton-on-Hudson, New York 10520

Department of Translation and Interpretation
Monterey Institute of Foreign Studies
Box 1978
Monterey, California 93940

Division of Interpretation and Translation
School of Languages and Linguistics
Georgetown University
Washington, D. C. 20007

Language Services Division
U. S. Department of State
Washington, D. C. 20520

Law Enforcement

National Recruitment Coordinator
Internal Revenue Service
U. S. Department of the Treasury
1111 Constitution Avenue, N. W.
Washington, D. C. 20224

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Law Enforcement Assistance Administration
U. S. Department of Justice
Washington, D. C. 20530

International Association of Chiefs of Police,
Incorporated
1319 Eighteenth Street, N. W.
Washington, D. C. 20036

Office of Information Service
International Association of Chiefs of Police
11 Firstfield Road
Gaithersburg, Maryland 20760

Law Librarian

Secretary
American Association of Law Libraries
53 West Jackson Boulevard
Chicago, Illinois 60604

Lawyer

American Bar Association
1155 East 60th Street
Chicago, Illinois 60637

Leather-Making

Wolverine World Wide, Incorporated
Advertising Department
Rockford, Michigan 49351

Librarian

American Library Association
50 East Huron Street
Chicago, Illinois 60611

Special Libraries Association
235 Park Avenue South
New York, New York 10003

Library of Congress
Information Office
Washington, D. C. 20540

124

Locksmith

Associated Locksmiths of America
11 Elmendorf Street
Kingston, New York 12401

Logging

Pacific Logging Congress
American Bank Building
621 Southwest Morrison Street
Portland, Oregon 97205

Machinists

The National Machine Tool Builders Association
2139 Wisconsin Avenue, N. W.
Washington, D. C. 20007

International Association of Machinists and Aerospace
Workers
1300 Connecticut Avenue, N. W.
Washington, D. C. 20036

Management

Administration Management Society
Publications Department
Willow Grove, Pennsylvania 19090

American Management Association
The American Management Association Building
135 W. 50th Street
New York, New York 10020

Association of Independent Colleges and Schools
1730 M Street, N. W.
Washington, D. C. 20036

American Chamber of Commerce Executives
1133 Fifteenth Street, N. W., Suite 620
Washington, D. C. 20005

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Management Engineering Technology
Fashion Institute of Technology
227 W. 27th Street
New York, New York 10001

National Council on Hotel and Restaurant Management
1336 Wyatt Building
777 Fourteenth Street, N. W.
Washington, D. C. 20005

Denver Service Center
Bureau of Land Management
Federal Center
Building 50
Denver, Colorado 80225

Manufacturing

Manufacturers Agents National Association
3130 Wilshire Boulevard
Los Angeles, California 90010

Manufacturing Chemists Association
1825 Connecticut Avenue, N. W.
Washington, D. C. 20009

Society of Manufacturing Engineers
20501 Ford Road
Dearborn, Michigan 48128

Glass Container Manufacturers Institute, Incorporated
1800 K Street, N. W.
Washington, D. C. 20006

Manufacturing Jewelers and Silversmiths of America
S75 Biltmore Hotel and Motor Inn
Providence, Rhode Island 02902

Motor Vehicle Manufacturers Association
320 New Center Building
Detroit, Michigan 48202

American Textile Manufacturers Institute
Education Department
1501 Johnston Building
Charlotte, North Carolina 28281

Marines

Headquarters, Marine Corps
(Code MMRE-7)
Washington, D. C. 20380

Marine Engineers

Committee on Marine Research, Education and Facilities
Building 159-E, Room 476
Washington Navy Yard
Washington, D. C. 20390

Society of Naval Architects and Marine Engineers
74 Trinity Place
New York, New York 10006

Marine Technology

Miami Seaquarium
Public Information Office
30 Rickenbacker Causeway
Miami, Florida 33149

Marine Technology Society
1730 M Street, N. W., Suite 412
Washington, D. C. 20036

Marketing

American Marketing Association
230 North Michigan Avenue
Chicago, Illinois 60601

Sales and Marketing Executives International
Career Education Division
380 Lexington Avenue
New York, New York 10017

Material Handling

The Material Handling Institute, Incorporated
1326 Freeport Road
Pittsburgh, Pennsylvania 15238

Mathematics

Mathematical Association of America
1225 Connecticut Avenue, N. W.
Washington, D. C. 20036

127

Educational Relations Section
Public Relations Staff
General Motors, Incorporated
Detroit, Michigan 48202

Occupational Outlook Service
U. S. Department of Labor
441 G Street, N. W., Room 2734
Washington, D. C. 20210

U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

Mathematical Sciences Employment Register
P. O. Box 6248
Providence, Rhode Island 02904

National Council of Teachers of Mathematics
1906 Association Drive
Reston, Virginia 22091

National Council of Teachers of Mathematics
1201 Sixteenth Street, N. W.
Washington, D. C. 20036

Meatcutter

American Meat Institute
56 East VanBuren Street
Chicago, Illinois 60605

National School of Meat Cutting
510-520 Summit
Toledo, Ohio 43611

Also see **Butcher**

Mechanic

International Union, United Automobile Aerospace and
Agriculture Implement Workers of America
8000 East Jefferson Avenue, N. W.
Washington, D. C. 20036

National Automobile Dealers Association
2000 K Street, N. W.
Washington, D. C. 20006

128

International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue, N. W.
Washington, D. C. 20036

Public Relations Staff
General Motors Building
3044 West Grand Boulevard
Detroit, Michigan 48202

U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

Mechanical Engineer

American Society of Mechanical Engineers
345 E. 47th Street
New York, New York 10017

Medical Careers

Careers
American Medical Association
535 North Dearborn Street
Chicago, Illinois 60610

American Medical Record Association
875 North Michigan Avenue, Suite 1850
Chicago, Illinois 60611

American Academy of Family Physicians
Volker Boulevard at Brookside
Kansas City, Missouri 64112

American Academy of Physicians' Associates
Room 356
2150 Pennsylvania Avenue
Washington, D. C. 20037

Executive Director
American Academy of Physicians' Assistants
2120 L Street, N. W., Suite 210
Washington, D. C. 20037

American Association of Medical Assistants
One East Wacker Drive
Chicago, Illinois 60601

Commission on Rehabilitation Medicine
123 East Grant Street
Minneapolis, Minnesota 55403

Medical Laboratory Technician
Board of Registry (ASCP)
P. O. Box 4872
Chicago, Illinois 60680

Medical Library Association
Suite 2023
909 North Michigan Avenue
Chicago, Illinois 60611

American Medical Technologists
Executive Secretary
710 Higgins Road
Park Ridge, Illinois 60068

American Society for Medical Technology
5555 West Loop South, Suite 200
Bellaire, Texas 77401

National Committee for Careers in the Medical Laboratory
9650 Rockville Pike
Bethesda, Maryland 20014

American Medical Women's Association
1740 Broadway
New York, New York 10019

Mental Health

American Psychological Association
1200 Seventeenth Street, N. W.
Washington, D. C. 20036

National Association for Mental Health
1800 North Kent Street
Arlington, Virginia 22209

Merchant

Merchants Association
100 W. 31st Street
New York, New York 10001

Merchant Marine

Maritime Administration
Office of Public Affairs
Washington, D. C. 20230

Admissions Officer
U. S. Merchant Marine Academy
Kings Point, New York 11024

Metal Workers

Director of Education
Sheet Metal Workers International Association
1000 Connecticut Avenue, N. W.
Washington, D. C. 20036

Metallurgy

The Metallurgical Society of AIME
345 E. 47th Street
New York, New York 10017

American Society for Metals
Metals Park, Ohio 44073

Meteorology

American Meteorological Society
45 Beacon Street
Boston, Massachusetts 02108

National Oceanic and Atmospheric Administration
U. S. Department of Commerce
Personnel Division AD41
6010 Executive Boulevard
Rockville, Maryland 20852

Microbiologist

American Society for Microbiology
1913 I Street, N. W.
Washington, D. C. 20006

Military Academy

Director of Admissions
U. S. Military Academy
West Point, New York 10996

Mining

Society of Mining Engineers of AIME
540 Arapeen Drive
P. O. Box 8800
Salt Lake City, Utah 84108

Society of Mining Engineers of AIME
345 E. 47th Street
New York, New York 10017

Modeling

Modeling Association of America
Office of the Executive Director
35 W. 53rd Street
New York, New York 10019

Mortgage Banking

Mortgage Bankers Association of America
1125 Fifteenth Street, N. W.
Washington, D. C. 20005

Music Careers

Piano Technicians Guild
Box 1813
Seattle, Washington, D. C. 98111

American Music Conference
3505 East Kilgore Road
Kalamazoo, Michigan 49002

American Music Conference
150 East Huron Street
Chicago, Illinois 60611

American Symphony Orchestra League
Box 66
Vienna, Virginia 22180

Music Educators National Conference
Suite 601
8150 Leesburg Pike
Vilma, Virginia 22180

National Association for Music Therapy
P. O. Box 610
Lawrence, Kansas 66044

National Association of Schools of Music
Suite 650
One DuPont Circle
Washington, D. C. 20036

Naval Careers

The Society of Naval Architects and Marine Engineers
74 Trinity Place
New York, New York 10006

Commander
Navy Recruiting Command
Department of the Navy
4015 Wilson Boulevard
Arlington, Virginia 22203
(NROTC-Code 314; Navy Nurse-Code 135;
Officer Candidate School-Code 132;
Enlisted Programs-Code 33)

Notary Public

American Society of Notaries
Suite 701
810 Eighteenth Street, N. W.
Washington, D. C. 20006

Nuclear Engineering

American Nuclear Society
244 East Ogden Avenue
Hinsdale, Illinois 60521

Nuclear Medical Technologist

133

Society of Nuclear Medical Technologists
1201 Waukegan Road
Glenview, Illinois 60025

Numerical Control

Numerical Control Society
Box 138
Spring Lake, New Jersey 07762

Nursing

American Alliance of H.P.E. and R.
1201 Sixteenth Street, N. W.
Washington, D. C. 20036

American Association of Nurse Anesthetists
111 East Wacker Drive, Suite 929
Chicago, Illinois 60601

American Hospital Association
Division of Career Information
840 North Lake Shore Drive
Chicago, Illinois 60611

American College of Nurse-Midwives
50 E. 92nd Street
New York, New York 10028

American Nurses' Association
Careers Program
2420 Pershing Road
Kansas City, Missouri 64108

American Nurses' Association
10 Columbus Circle
New York, New York 10019

Division of Nursing
Bureau of Health Manpower Education
U. S. Department of Health, Education and Welfare
9000 Rockville Pike
Bethesda, Maryland 20014

National Association for Practical Nurse Education
and Service
1465 Broadway
New York, New York 10036

National Federation of Licensed Practical Nurses
250 W. 57th Street, Suite 323-25
New York, New York 10019

Nutritionist

American Home Economics Association
2010 Massachusetts Avenue, N. W.
Washington, D. C. 20036

American Institute of Nutrition
Public Information and Education Committee
9650 Rockville Pike
Bethesda, Maryland 20014

Institute of Food Technologists
221 North LaSalle Street, Suite 2120
Chicago, Illinois 60601

Occupational Therapy

American Occupational Therapy Association
251 Park Avenue South
New York, New York 10010

American Occupational Therapy Association
6000 Executive Boulevard
Rockville, Maryland 20852

Oceanography

Chief, Operations Branch
National Oceanic and Atmospheric Administration
Rockville, Maryland 20852

The International Oceanographic Foundation
10 Rickenbacker Causeway
Virginia Key
Miami, Florida 33149

Woods Hole Oceanographic Institution
Woods Hole, Massachusetts 02543

Marine Technology Society
1730 M Street, N. W.
Washington, D. C. 20036

Office-Machine Serviceman

135

Business Machine and Office Appliance Mechanics
(I.U.E.)
International Headquarters
160 Fifth Avenue, Room 912
New York, New York 10010

Office Worker

Bureau of Labor Statistics
U. S. Department of Labor
Washington, D. C. 20212

Public Relations Staff
General Motors Building
3044 West Grand Boulevard
Detroit, Michigan 48020

Offset Pressman

Graphic Arts Technical Foundation
4615 Forbes Avenue
Pittsburgh, Pennsylvania 15213

Ophthalmologist

American Association of Ophthalmology
Room 304
1100 Seventeenth Street, N. W.
Washington, D. C. 20036

Optical

Optical Society of America
2100 Pennsylvania Avenue, N. W.
Washington, D. C. 20037

Guild of Prescription Opticians
1250 Connecticut Avenue, N. W.
Washington, D. C. 20036

American Optometric Association
7000 Chippewa Street
St. Louis, Missouri 63119

Paraoptometric Program
American Optometric Association
7000 Chippewa
St. Louis, Missouri 63119

American Orthoptic Council
3400 Massachusetts Avenue
Washington, D. C. 20007

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Orthotic and Prosthetic

American Orthotic and Prosthetic Association
1440 N Street, N. W.
Washington, D. C. 20005

Osteopathic Physicians

American Osteopathic Association
212 East Ohio Street
Chicago, Illinois 60611

Outdoors

Bureau of Labor Statistics
U. S. Department of Labor
Washington, D. C. 20212

Painting

Painting and Decorating Contractors Association of America
2625 West Peterson Avenue
Chicago, Illinois 60605

National Joint Painting and Decorating Apprenticeship
and Training Committee
1925 K Street, N. W., Suite 207
Washington, D. C. 20006

Paleontologist

The Paleontological Society
Office of the Secretary
U. S. Geological Survey
345 Middlefield Road
Menlo Park, California 94025

Paper Industry

American Paper Institute
260 Madison Avenue
New York, New York 10016

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Paramedics

National Registry of Emergency Medical Technicians
1395 Dublin-Granville Road
Columbus, Ohio 43229

Park Service

National Park Service
Personnel Officer
Department of the Interior
Washington, D. C. 20240

Patent Office

Employment Officer
Patent Office
Washington, D. C. 20231

Pathology

Intersociety Committee on Pathology Information
9650 Rockville Pike
Bethesda, Maryland 20014

Board of Registry (ASCP)
P. O. Box 4872
Chicago, Illinois 60680

American Society of Clinical Pathologists
2100 West Harrison Street
Chicago, Illinois 60612

Payroll Clerk

Hospital Financial Management Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Pediatrics

American Academy of Pediatrics
1801 Hinman Avenue
Evanston, Illinois 60201

Personnel Administration

American Society for Personnel Administration
19 Church Street
Berea, Ohio 44017

American Management Association
135 W. 50th Street
New York, New York 10020

Plant Quarantine and Pest Control

Animal and Plant Health Inspection Service
U. S. Department of Agriculture
14th and Independence Avenue, S. W.
Washington, D. C. 20250

Pharmacology

American Society for Pharmacology and Experimental
. Therapeutics, Incorporated
9650 Rockville Pike
Bethesda, Maryland 20014

Pharmacy

American Pharmaceutical Association
2215 Constitution Avenue, N. W.
Washington, D. C. 20037

American Association of Colleges of Pharmacy
Suite 800
8121 Georgia Avenue
Silver Spring, Maryland 20910

American Council on Pharmaceutical Education
77 West Washington Street
Chicago, Illinois 60602

Creighton University School of Pharmacy
2500 California Street
Omaha, Nebraska 68178

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Photographer-Photoengraver

Photographic Art and Science Foundation, Incorporated
1100 Executive Way
Oak Leaf Commons
Des Plaines, Illinois 60018

American Photoengravers Association
166 West Van Buren Street
Chicago, Illinois 60604

Biological Photographic Association
P. O. Box 12866
Philadelphia, Pennsylvania 19108

Society of Photographic Scientists and Engineers
Eastman Kodak Company
343 State Street, Department 942
Rochester, New York 14650

Physical Education

American Alliance of H.P.E. and R.
1201 Sixteenth Street, N. W.
Washington, D. C. 20036

Physical Therapy

American Physical Therapy Association
1156 Fifteenth Street, N. W.
Washington, D. C. 20005

Physicist

American Institute of Physics
335 E. 45th Street
New York, New York 10017

Physiologist

American Physiological Society
9650 Rockville Pike
Bethesda, Maryland 20014

Pilot

Air Line Pilots Association
1625 Massachusetts Avenue, N. W.
Washington, D. C. 20036

Plasterer

Bricklayers, Masons and Plasterers' International
Union of America
815 Fifteenth Street, N. W.
Washington, D. C. 20005

Plastic Engineer

Society of Plastics Engineers
65 Prospect Street
Stamford, Connecticut 06902

Plumber

Plumbing-Heating-Cooling Information Bureau
35 East Wacker Drive
Chicago, Illinois 60601

United Association of Journeymen and Apprentices of the Plumbing
and Pipe Fitting Industry of the United States and Canada
901 Massachusetts Avenue, N. W.
Washington, D. C. 20010

Podiatrists

American Podiatry Association
3301 Sixteenth Street, N. W.
Washington, D. C. 20010

Policeman

International Association of Chiefs of Police
1319 Eighteenth Street, N. W.
Washington, D. C. 20036

See Law Enforcement

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Printing Occupations

Printing Industries of America, Incorporated
5223 River Road
Washington, D. C. 20016

International Typographical Union
P. O. Box 157
Colorado Springs, Colorado 80901

American Newspaper Publishers Association
750 Third Avenue
New York, New York 10017

Education Council of the Graphic Arts Industry, Incorporated
4615 Forbes Avenue
Pittsburgh, Pennsylvania 15213

International Printing Pressmen and Assistant's Union of
North America
1730 Rhode Island Avenue
Washington, D. C. 20036

Programmers

Data Processing Management Association
524 Busse Highway
Park Ridge, Illinois 60068

Psychiatry

Roche Laboratories
Division of Hoffman-LaRoche, Incorporated
Nutley, New Jersey 07110

Psychologists

American Psychological Association
1200 Seventeenth Street, N. W.
Washington, D. C. 20036

Public Relations

Career Guidance
Public Relations Society of America
845 Third Avenue
New York, New York 10022

Public Servant

U. S. Civil Service Commission
Eighth and F Streets, N. W.
Washington, D. C. 20415

Purchasing Agent

National Association of Purchasing Management
11 Park Place
New York, New York 10007

Radio

Radio Television News Directors Association
c/o WKAR
Michigan State University
East Lansing, Michigan 48824

National Association of Broadcasters
1771 N Street, N. W.
Washington, D. C. 20036

Radiologic Technologist

American Society of Radiologic Technologist
645 North Michigan Avenue
Chicago, Illinois 60611

The American Registry of Radiologic Technologists
2600 Wayzata Boulevard
Minneapolis, Minnesota 55405

Railroad

Association of American Railroads
American Railroads Building
Washington, D. C. 20036

Atchison, Topeka and Sante Fe Railway System
Public Relations Department
80 East Jackson Boulevard
Chicago, Illinois 60604

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Railroad Engineer

Office of Information and Public Affairs
Association of American Railroads
1920 L Street, N. W.
Washington, D. C. 20036

American Railway Engineering Association
59 East VanBuren Street
Chicago, Illinois 60605

Range Managers

American Society of Range Management
Box 13302
Portland, Oregon 97213

Realtors

National Association of Realtors
155 East Superior
Chicago, Illinois 60611

Recreation

American Association for Health, Physical Education and Recreation
1201 Sixteenth Street, N. W.
Washington, D. C. 20036

National Recreation and Park Association
1601 Kent Street
Arlington, Virginia 22209

Recreational Therapy

National Therapeutic Recreation Society
1700 Pennsylvania Avenue, N. W.
Washington, D. C. 20006

Red Cross

American National Red Cross
Office of Personnel
17th and D Streets
Washington, D. C. 20006

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Refrigeration Mechanic

Refrigeration Service Engineers Society
422 North Waller Avenue
Chicago, Illinois 60644

Rehabilitation

American Speech and Hearing Association
1001 Connecticut Avenue, N. W.
Washington, D. C. 20006

National Association for Retarded Children
2709 Avenue E East
Arlington, Texas 76011

American Rehabilitation Counseling Association
1605 North Hampshire Avenue
Washington, D. C. 20036

National Easter Seal Society for Crippled Children
and Adults
2023 West Ogden Avenue
Chicago, Illinois 60612

Association of Medical Rehabilitation Directors and
Coordinators
3830 Linklea Drive
Houston, Texas 77025

National Rehabilitation Counseling Association
1522 K Street, N. W.
Washington, D. C. 20036

Religion

Synagogue Council of America
432 Park Avenue South
New York, New York 10016

Catholic Priestly and Religious Vocations
22 West Monroe Street
Chicago, Illinois 60603

Repairman

U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

Instrument Society of America
530 William Penn Place
Pittsburgh, Pennsylvania 15200

Business Equipment Manufacturing Association
1828 L Street, N. W.
Washington, D. C. 20036

Respiratory Therapy

American Association for Respiratory Therapy
7411 Hines Place
Dallas, Texas 75235

Restaurant

Council on Hotel, Restaurant and Institutional Education
1522 K Street, N. W.
Washington, D. C. 20005

National Restaurant Association, Culinary Institute of America
393 Prospect Street, N. W.
New Haven, Connecticut 06511

National Restaurant Association
1530 North Lake Shore Drive
Chicago, Illinois 60610

Retail Businesses

General Motors Corporation
Public Relations Staff
Room 1-101, G. M. Building
Detroit, Michigan 48202

National Retail Hardware Association
964 North Pennsylvania Street
Indianapolis, Indiana 46204

Ohio State Council of Retail Merchants
71 East State Street
Columbus, Ohio 43215

National Retail Merchants Association
100 W. 31st Street
New York, New York 10001

Retarded Citizens (Jobs For)

National Association for Retarded Citizens
2709 Avenue E East
P. O. Box 6109
Arlington, Texas 76011

Roadbuilding

American Road Builders Association
525 School Street, S. W.
Washington, D. C. 20024

Roofers

United Slate, Tile and Composition Roofers, Damp and
Waterproof Workers Association
1125 Seventh Street, N. W.
Washington, D. C. 20036

Rubber Industry

Community Relations
The B. F. Goodrich Company
500 South Main Street
Akron, Ohio 44318

Rural Electrification

Rural Electrification Administration
U. S. Department of Agriculture
14th and Independence Avenue, S. W.
Washington, D. C. 20250

Safety

147

National Safety Council
425 North Michigan Avenue
Chicago, Illinois 60611

American Alliance of H.P.E. and R.
1201 Sixteenth Street, N. W.
Washington, D. C. 20036

American Society of Safety Engineers
850 Busse Highway
Park Ridge, Illinois 60068

Sales and Marketing

Braniff Education Systems, Incorporated
P. O. Box 35001
Dallas, Texas 75235

Sales and Marketing Executives International
380 Lexington Avenue
New York, New York 10017

Sanitarians

International Association of Milk, Food and Environmental Sanitarians
P. O. Box 437
Shelbyville, Indiana 46176

National Environmental Association
1600 Pennsylvania
Denver, Colorado 80203

Savings and Loan Careers

American Savings and Loan Institute
111 East Wacker Drive
Chicago, Illinois 60601

Scholarships

Kissinger Scholarship Fund
College Scholarship Service
Box 176
Princeton, New Jersey 08540

Science

Scientific Manpower Commission
1776 Massachusetts Avenue, N. W.
Washington, D. C. 20036

General Electric
Educational Communications
570 Lexington Avenue
New York, New York 10022

Occupational Outlook Service
U. S. Department of Labor
441 G Street, N. W., Room 2734
Washington, D. C. 20212

Scientific Apparatus Makers Association
370 Lexington Avenue
New York, New York 10017

National Science Teachers Association
1201 Sixteenth Street, N. W.
Washington, D. C. 20006

Educational Publications
General Electric Company
One River Road
Schenectady, New York 12345

General Motors Corporation
Public Relations Staff
Room 1-101, G. M. Building
Detroit, Michigan 48202

U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

Office of Educational Programs and Services
National Aeronautics and Space Administration
400 Maryland Avenue
Washington, D. C. 20025

Secretary

Columbia Ribbon and Carbon Manufacturing Company,
Incorporated
Advertising Department
Glen Cove, New York 11542

Eaton Paper Company
75 South Church Street
Pittsfield, Massachusetts 01201

149

Institute for Certifying Secretaries
2440 Pershing Road, Suite G-10
Kansas City, Missouri 64108

Future Secretaries Association Department
The National Secretaries Association
2440 Pershing Road
Suite G-10, Crown Center
Kansas City, Missouri 64108

Association of Independent Colleges and Schools
1730 M Street, N. W.
Washington, D. C. 20036

National Association of Legal Secretaries
3005 East Skelly Drive, Suite 120
Tulsa, Oklahoma 74105

Sheep Farming

Wool Education Center
200 Clayton Street
Denver, Colorado 80206

Sheet Metal Worker

Sheet Metal Workers' International Association
1000 Connecticut Avenue, N. W.
Washington, D. C. 20036

Shoemaking/Repairing

Brown Shoe Company
Public Relations Department
8300 Maryland Avenue
Clayton, Missouri 63105

Shoe Service Institute of America
222 West Adams Street
Chicago, Illinois 60606

Shorthand Reporters

National Shorthand Reporters Association
25 West Main Street
Madison, Wisconsin 53703

National Shorthand Reporters Association
2361 South Jefferson Davis Highway
Arlington, Virginia 22202

Singers and Singing Teachers

National Association of Schools of Music
1501 New Hampshire Avenue, N. W.
Washington, D. C. 20036

Small Business

Small Business Reporter
Bank of America
Department 3120
P. O. Box 37000
San Francisco, California 94137

Independent Garage Owners of America
624 South Michigan Avenue
Chicago, Illinois 60605

U. S. Small Business Administration
1441 L Street, N. W.
Washington, D. C. 20416

Social Science

Occupational Outlook Service
U. S. Department of Labor
441 G Street, N. W., Room 2734
Washington, D. C. 20212

Social Security Administration

College Relations Officer
Employment Branch
6401 Security Boulevard
Baltimore, Maryland 21235

Social Work

Council on Social Work Education
345 E. 46th Street
New York, New York 10017

National Association of Social Workers
National Commission for Social Work Careers
2 Park Avenue
New York, New York 10017

National Association of Social Workers
1425 H Street, N. W., Suite 600
Washington, D. C. 20005

National Association of Social Workers
600 Southern Building
15th and H Streets, N. W.
Washington, D. C. 20005

Family Service Association of America
44 E. 23rd Street
New York, New York 10010

American Foundation for the Blind, Incorporated
15 W. 16th Street
New York, New York 11965

Soil

Soil Conservation Service
U. S. Department of Agriculture
14th and Independence Avenue, S. W.
Washington, D. C. 20250

Soil Science of America, Incorporated
677 South Segoe Road
Madison, Wisconsin 53711

Special Education

Special Education Programs
Box 1492
Washington, D. C. 20013

Division of Special Education
State Department of Education
Sacramento, California 95814

The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Specialized Training

Occupational Outlook Service
U. S. Department of Labor
441 G Street, N. W.
Washington, D. C. 20212

Speech and Hearing Therapist

Speech Communication Association
Statler Hilton Hotel
New York, New York 10001

American Speech and Hearing Association
9030 Old Georgetown Road
Washington, D. C. 20014

Statistics

American Statistical Association
Suite 640
806 Fifteenth Street, N. W.
Washington, D. C. 20005

Employment Officer
Social and Economical Statistical Administration
Washington, D. C. 20233

Steelworker

American Iron and Steel Institute
1000 Sixteenth Street, N. W.
Washington, D. C. 20036

Surgeon

American College of Surgeons
55 East Erie Street
Chicago, Illinois 60611

Surveying

153

American Congress on Surveying and Mapping
733 Fifteenth Street, N. W.
Washington, D. C. 20005

Systems Analyst

Hospital Financial Management Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Teaching

American Federation of Teachers
AFL-CIO
1012 Fourteenth Street, N. W.
Washington, D. C. 20005

National Education Association
1201 Sixteenth Street, N. W.
Washington, D. C. 20036

National Vocational Agricultural Teachers Association
Box 4498
Lincoln, Nebraska 68504

National Center for Information on Careers in Education
1607 New Hampshire Avenue, N. W.
Washington, D. C. 20009

Association for Childhood Education International
3615 Wisconsin Avenue, N. W.
Washington, D. C. 20016

U. S. Department of Health, Education and Welfare
Office of Education
Washington, D. C. 20202

Association for Education of the Visually Handicapped
1604 Spruce Street
Philadelphia, Pennsylvania 19103

National Association of Hearing and Speech Agencies
919 Eighteenth Street, N. W.
Washington, D. C. 20006

The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

National Association for Retarded Citizens, Incorporated
2709 Avenue E East
Arlington, Texas 76011

Technical

Department of Health, Education and Welfare
Office of Education
Washington, D. C. 20202

National Association of Trade and Technical Schools
2021 L Street, N. W.
Washington, D. C. 20036

Technician

The General Electric Company
Room 901
570 Lexington Avenue
New York, New York 10022

Educational Publications
General Electric Company
One River Road
Schenectady, New York 12345

Equipment Technician
Technical Education Research Center
44 Brattle Street
Cambridge, Massachusetts 02138

Technologists

American Association of Blood Banks
Suite 1322
30 North Michigan Avenue
Chicago, Illinois 60602

Registry of Medical Technologists (ASCP)
Box 4872
Chicago, Illinois 60680

American Medical Technologists
710 Higgins Road
Park Ridge, Illinois 60068

American Society of Medical Technologists
Hermann Professional Building, Suite 1600
Houston, Texas 77025

Nuclear Medical Technologist
American Society for Medical Technology
5555 West Loop
Houston, Texas 77401

American Society of Radiologic Technologists
645 North Michigan Avenue
Chicago, Illinois 60611

Telephone Industry

Communications Workers of America
1808 Adams Mill Road, N. W.
Washington, D. C. 20009

Communications Workers of America
1925 K Street, N. W.
Washington, D. C. 20006

Television

TV-Radio Technician
National Alliance of Television Associations
5908 South Troy Street
Chicago, Illinois 60621

National Association of Broadcasters
1771 N Street, N. W.
Washington, D. C. 20036

Television Information Office
745 Fifth Avenue
New York, New York 10022

Teller

American Bankers Association
Personnel Administration and Management Development
  Committee
90 Park Avenue
New York, New York 10016

Textiles

Textile and Apparel Marketing
Fashion Institute of Technology
227 W. 27th Street
New York, New York 10001

Textiles Distributors Association
1040 Avenue of the Americas
New York, New York 10018

Theater

Theater Communications Group
15 E. 41st Street
New York, New York 10017

All-Star Theatrical Agency
857 Leader Building
Cleveland, Ohio 44114

Therapist

American Journal of Art Therapy
Box 4918
Washington, D. C. 20008

American Occupational Therapy Association
6000 Executive Boulevard, Suite 200
Rockville, Maryland 20852

American Occupational Therapy Association
251 Park Avenue South
New York, New York 10010

Tool and Die

National Tool, Die and Precision Machining Association
9300 Lexington Road
Washington, D. C. 20022

Traffic Management

Academy of Advanced Traffic, Incorporated
One World Trade Center, Room 5457
New York, New York 10048

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Trainer

National Athletic Trainers Association
Indiana State University
Terre Haute, Indiana 46808

Travel Agent

Braniff Education Systems, Incorporated
P. O. Box 35001
Dallas, Texas 75235

Personnel Officer
Operations Division
Office of the Secretary
U. S. Department of Commerce
Washington, D. C. 20230

Treasury Enforcement Agent

National Recruitment Coordinator
Internal Revenue Service
U. S. Department of the Treasury
1111 Constitution Avenue, N. W.
Washington, D. C. 20224

Trucking

American Trucking Associations, Incorporated
Educational Services
Supervisor, Education Section
1616 P Street, N. W.
Washington, D. C. 20036

Typography

International Typographic Composition Association, Incorporated
2233 Wisconsin Avenue, N. W.
Washington, D. C. 20007

Urban Planner

American Institute of Planners
Room 800
917 Fifteenth Street, N. W.
Washington, D. C. 20005

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U. S. Department of Labor
Employment Standards Administration
Women's Bureau
Washington, D. C. 20210

Vending Machine Mechanics

National Automatic Merchandising Association
7 South Dearborn Street
Chicago, Illinois 60603

Veterinarian

Public Information Department
American Veterinary Medical Association
600 South Michigan Avenue
Chicago, Illinois 60605

U. S. Department of Agriculture
Agricultural Research
Federal Center Building
Hyattsville, Maryland

Veteran's Administration

Personnel Office of any Veteran's Administration
  Hospital or Regional Office, or Veteran's
  Administration
Office of Personnel (054)
Washington, D. C. 20420

Vocational Rehabilitation

National Rehabilitation Counseling Association
1522 K Street, N. W.
Washington, D. C. 20005

Volunteer Hospital Service

American Hospital Association
Division of Career Information
840 North Lake Shore Drive
Chicago, Illinois 60611

Waiters and Waitresses

Educational Director
National Restaurant Association
1530 North Lake Shore Drive
Chicago, Illinois 60611

Watch Repair

American Watchmakers Institute
Box 11011
Cincinnati, Ohio 45211

Water Resources

University of Arizona
Hydrology and Water Resources Department
Tucson, Arizona 85720

University Council on Water Resources
Water Resources Center
212 Agricultural Engineering Building
University of Nebraska
Lincoln, Nebraska 68503

Welder

American Welding Society
United Engineering Center
345 E. 47th Street
New York, New York 10017

American Welding Society
2501 Northwest 7th Street
Miami, Florida 33125

Braniff Education Systems, Incorporated
P. O. Box 35001
Dallas, Texas 75235

Hobart School of Welding Technology
Troy, Ohio 45373

Ryder Schools, Incorporated
P. O. Box 816
Miami, Florida 33152

Wholesale-Distributor

National Association of Wholesaler-Distributors
1725 K Street, N. W.
Washington, D. C. 20006

Wildlife Conservation

Olin Corporation
Winchester-Western Division
Conservation Department
East Alton, Illinois 62024

Women's Careers

Women's Bureau
Employment Standards Administration
U. S. Department of Labor
Washington, D. C. 20210

Writer

The Writer
8 Arlington Street
Boston, Massachusetts 02116

X-Ray Technology

American Society of Radiologic Technologists
500 North Michigan Avenue
Chicago, Illinois 60611

Youth Services

Boy Scouts of America
Personnel Service
Personnel Division
North Brunswick, New Jersey 08902

Director of Field Operations
B'nai B'rith Youth Organization
Washington, D. C. 20036

People

STATE DIRECTORY OF CONTACT PERSONS
FOR
CAREER EDUCATION
AS OF
DECEMBER 1, 1977

State	Contact Person	Services
Alabama	Anita Barber Career Education Coordinator State Department of Education State Office Building Montgomery, Alabama 36130 (205) 832-5085	library collection consultation in the field consultation at headquarters publications
Alaska	Gary R. Fuller Coordinator Career Education Department of Education Pouch F Juneau, Alaska 99811 (907) 465-2800	library collection ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters
Arizona	Paul Bennewitz Deputy Associate Superintendent Career and Vocational Education State Department of Education 1535 W. Jefferson Phoenix, Arizona 85007 (602) 271-5346	library collection ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters publications
Arkansas	Emil Mackey Supervisor, Career Education Education Building Little Rock, Arkansas 72201 (501) 371-1894	consultation in the field consultation at headquarters publications
California	Paul N. Peters Manager, Career Education Unit State Department of Education 721 Capitol Mall Sacramento, California 95814 (916) 445-2575	consultation in the field consultation at headquarters publications

Colorado	Jeanne Werschke Senior Consultant, Career Education State Department of Education State Office Building 201 E. Colfax Denver, Colorado 80203 (303) 839-2242	library collection consultation in the field consultation at headquarters publications
	Bill Barnes State Supervisor, Career Education State Board for Community Colleges and Occupational Education 207 State Services Building 1525 Sherman Street Denver, Colorado 80203 (303) 892-3111	Information not available.
Connecticut	Saul H. Dulberg Vocational Division State Department of Education State Office Building, Box 2219 Hartford, Connecticut 06115 (203) 566-5287	library collection ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters
Delaware	Randall L. Broyles Department of Public Instruction Townsend Building Dover, Delaware 19901 (302) 678-4645	library collection ERIC microfiche collection AIM/ARM microfiche collection
District of Columbia	Otho E. Jones Bessie Etheridge Career Development Program Public Schools of the DC Presidential Building, Rm. 1001 415 12th St., N. W. Washington, D. C. 20004 (202) 724-4144	library collection consultation in the field consultation at headquarters publications
Florida	Margaret Ferqueron Coordinator, Career Education Vocational Research and Evaluation Room 258, Knott Building Tallahassee, Florida 32304 (904) 488-3860	consultation in the field consultation at headquarters publications
Georgia	Department of Education Office of Instructional Services Room ,State Office Building Atlanta, Georgia 30334 (404) 656-2556	library collection ERIC microfiche collection ERIC index collection

Hawaii	Emiko Kudo and Wah Jim Lee Administrator of Vocational Technical Education Office of Instructional Services Department of Education P. O. Box 2360 Honolulu, Hawaii 96804 (808) 548-4029	library collection ERIC index collection AIM/ARM index collection consultation in the field consultation at headquarters publications
Idaho	Leila Lewis Consultant, Career Education State Department of Education Len B. Jordan Office Building Boise, Idaho 83720 (208) 384-2281	ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters
Illinois	Donna Martin Career Education Specialist 100 North First Street Springfield, Illinois 62777 (217) 782-4870	ERIC index collection AIM/ARM index collection consultation in the field consultation at headquarters publications
Indiana	Nancy Harris Coordinator of Career Education Division of Pupil Personnel Services Department of Public Instruction 10th Floor, 120 West Market Street Indianapolis, Indiana 46204 (317) 633-6610	library collection ERIC microfiche collection ERIC index collection consultation in the field consultation at headquarters publications
Iowa	W. O. Schuermann Director, Career Education Division Department of Public Instruction Grimes State Office Building Des Moines, Iowa 50319 (515) 281-4700	library collection ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters publications
Kansas	Wilbur Rawson Career Education Coordinator State Department of Education 120 E. 10th Street Topeka, Kansas 66612 (913) 296-3346	ERIC microfiche collection AIM/ARM microfiche collection consultation in the field consultation at headquarters
Kentucky	Dorothy Alexander Coordinator, Office of Career Education Capitol Plaza Tower Frankfort, Kentucky 40601 (502) 564-4774	ERIC microfiche collection AIM/ARM microfiche collection consultation in the field consultation at headquarters publications

Louisiana	Joseph Williams Director, Career Education State Department of Education P. O. Box 44064, Capitol Station Baton Rouge, Louisiana 70804 (504) 389-2491	library collection ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters
Maine	Marion Bagley Consultant, Career Education Department of Educational and Cultural Services Bureau of Vocational Education Augusta, Maine 04333 (207) 289-2621, 255-4436-H	consultation in the field publications
Maryland	Niel Carey Career Education Task Force State Department of Education Box 8717 Baltimore, Maryland 21240 (301) 796-8300, ext. 415, 416, or 417	library collection ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters publications
Massachusetts	Charles Brovelli State Coordinator for Career Education Division of Occupational Education Department of Education 31 St. James Street Boston, Massachusetts 02116 (617) 727-8140	library collection ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters publications
Michigan	Robert J. Weishan Director, Office of Career Education Department of Education P. O. Box 30008 Lansing, Michigan 48909 (517) 373-9490	library collection consultation in the field consultation at headquarters publications
Minnesota	Phyllis Paul Career Education Consultant Pupil Personnel Services Capitol Square Building St. Paul, Minnesota 55101 (612) 296-4080	consultation at headquarters publications
Mississippi	James J. Hancock Career Education Coordinator State Department of Education P. O. Box 771 Jackson, Mississippi 39205 (601) 354-7635	library collection consultation in the field publications

Missouri	Marion Starr State Department of Elementary and Secondary Education P. O. Box 480 Jefferson City, Missouri 65101 (314) 751-3545	library collection consultation in the field consultation at headquarters
Montana	G. Patrick Feeley Career Education Coordinator Office of the Superintendent of Public Instruction State Capitol Helena, Montana 59601 (406) 449-3806	Information not available.
Nebraska	Jenne Garvey Career Education Consultant State Department of Education P. O. Box 94987 Lincoln, Nebraska 68509 (402) 471-2476	consultation in the field consultation at headquarters
Nevada	Jim Bean, Director Denis Graham Assistant Director, Office of Educational Accountability Department of Education Carson City, Nevada 89701 (702) 885-5700, ext. 214	library collection consultation in the field consultation at headquarters publications
New Hampshire	Eric Rannisto Career Education Consultant State Department of Education 105 Loudon Road Concord, New Hampshire 03301 (603) 271-3144	library collection ERIC microfiche collection ERIC index collection AIM/ARM index collection consultation in the field consultation at headquarters
New Jersey	Diane Schreyer Career Education Division of Vocational Education Department of Education Job Corps Center, Building 871 Plainfield Avenue Edison, New Jersey 08817 (201) 985-2124	library collection ERIC microfiche collection ERIC index collection consultation in the field consultation at headquarters publications
New Mexico	Jean Page Coordinator, Career Education Department of Education State Education Building Santa Fe, New Mexico 87503 (505) 827-3151	library collection consultation in the field consultation at headquarters

New York	Vivienne Anderson State Education Department 99 Washington Avenue Albany, New York 12234 (518) 474-7744	library collection consultation in the field consultation at headquarters
North Carolina	Dr. James Conner Career Education Coordinator Middle Grades/Jr. High School Department of Public Instruction Raleigh, North Carolina 27611 (919) 733-4381	library collection ERIC index collection consultation in the field consultation at headquarters publications
North Dakota	David Massey, State Coordinator, CE. Department of Public Instruction State Capitol Bismarck, North Dakota 58505 (701) 224-2393	consultation in the field consultation at headquarters publications
Ohio	Jack D. Ford Career Development Service Department of Education Room 903, State Department Bldg. Columbus, Ohio 43215 (614) 466-5718	consultation in the field consultation at headquarters publications
Oklahoma	Janelle Kirby, Career Ed. Coord. Guidance Services State Department of Education Oklahoma City, Oklahoma 73105 (405) 521-2426	Information not available.
Oregon	Monty Multanen State Director, Career Education State Department of Education 942 S Lancaster Drive, N. E. Salem, Oregon 97310 (503) 378-3584	library collection ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters publications
Pennsylvania	John Christopher Bureau of Instructional Services Room 570 Department of Education P. O. Box 911 Harrisburg, Pennsylvania 17126 (717) 787-7616	Information not available.

Rhode Island	Arthur Tartaglione Coordinator, Career Education Project State Department of Education Roger Williams Building Hayes Street Providence, Rhode Island 02908 (401) 277-2691	ERIC microfiche collection ERIC index collection AIM/ARM index collection consultation at headquarters publications
South Carolina	M. Ellen Tollison State Consultant, Career Education 906 B. Rutledge Building 1429 Senate Street Columbia, South Carolina 29201 (803) 758-3156	ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters publications
South Dakota	Janet Shelver Division of Elementary and Secondary Education, Guidance and Counseling State Department of Education 804 North Euclid Pierre, South Dakota 57501 (605) 224-3779	Information not available.
Tennessee	Jerry Gaither Director, Career Education Tennessee Department of Education 115 Cordell Hull Building Nashville, Tennessee 37219 (615) 741-1885	consultation in the field consultation at headquarters
Texas	Walter Rambo Director, Career Education Texas Education Agency 201 E. 11th Street Austin, Texas 78701 (512) 475-6836	library collection ERIC microfiche collection ERIC index collection consultation in the field consultation at headquarters
Utah	R. Lynn Jensen Coordinator, Career Education Program Board of Education 250 East 5th South Street Salt Lake City, Utah 84111 (801) 533-6091	ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection
Vermont	Walter Faulkner Career Education Coordinator State Department of Education Montpelier, Vermont 05602 (802) 828-2445	ERIC microfiche collection consultation in the field consultation at headquarters publications

Virginia	Jean A. Moorefield Supervisor of Career Education State Department of Education Richmond, Virginia 23216 (804) 786-4665	Information not available.
Washington	Herbert Y. Bell Career Education Office of Public Instruction Old Capitol Building Olympia, Washington 98504 (206) 753-6763	library collection ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters publications
West Virginia	Robert P. Martin Coordinator, Career Education State Department of Education 1900 Washington Street, East Room B243 Charleston, West Virginia 25305 (304) 348-3896	library collection ERIC microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters publications
Wisconsin	Robert Meyer Career Education Consultant Department of Public Instruction 126 Langdon Street Madison, Wisconsin 53702 (608) 266-8837	library collection ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters publications
Wyoming	Michael Elliott Coordinator, Career Education Department of Education State Office Building, West Cheyenne, Wyoming 82002 (307) 777-7411	library collection ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters publications
American Samoa	Kathy Godinet Coordinator Career Education Department of Education Pago Pago, American Samoa 96799	Information not available.
Canal Zone	Russell W. Annis Panama Canal Government Schools Division, Box M Balboa Heights, Canal Zone	library collection ERIC microfiche collection ERIC index collection consultation in the field consultation at headquarters

Guam	Michael Rask Assistant Superintendent Career Education P. O. Box DE Agana, Guam 96910	library collection AIM/ARM microfiche collection AIM/ARM index collection consultation in the field consultation at headquarters publications
Puerto Rico	Zoraida Toro Torres State Coordinator for Career Education State Department of Education Cesar Gonzalez 759 Hato Rey, Puerto Rico 00919 (809) 764-7075, 763-2823	library collection ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection publications
Virgin Islands	Delta Dorsch Department of Education Division of Vocational Education P. O. Box I, Christiansted St. Croix, Virgin Islands 00820 (809) 773-1095	library collection ERIC microfiche collection ERIC index collection AIM/ARM microfiche collection AIM/ARM index collection consultation at headquarters
Trust Territory of the Pacific Islands	David Ramarui Director of Education Department of Education Saipan, Mariana Islands Trust Territory of the Pacific Islands 96950	Information not available.

CAREER EDUCATION SPECIALISTS

Career education specialists are to be found in every region and state of the nation. The personnel who served as presenters at the Commissioner's National Conference on Career Education held November 7-10, 1976, at Houston, Texas, represent a rather exhaustive listing.

SOURCE: National Institute of Education. *Report on Commissioner's National Conference on Career Education.* Washington, D. C.: National Institute of Education, 1977. (A copy of this document is on file at the South Carolina Department of Education, 906 Rutledge Building, 1429 Senate Street, Columbia, South Carolina 29201.)

WORKSHOP PARTICIPANTS

In October of 1976, the United States Office of Career Education sponsored several mini-conferences on career education. Personnel from across the nation participated on panels at the mini-conferences. (A copy of this document is on file at the South Carolina Department of Education, 906 Rutledge Building, 1429 Senate Street, Columbia, South Carolina 29201.)

Programs

Recent or existing programs in career education are a source of abundant information on all types of resources—funding, materials, people, and possibly other programs.

The section of this document that contains indexes to ERIC documents and journal articles is a prime source of information on programs.

Specific information on other career education programs is included here. Again, this is by no means a complete listing of all programs and is intended to provide the reader with ideas.

An especially valuable resource, also noted in the bibliographies included in the section entitled "National: Materials" may be the following:

United States Office of Education. Office of Career Education. *Profiles of Career Education Program, Fiscal Year 1976.* Washington, D. C.: Federal Government Printing Office.

U. S. OFFICE OF EDUCATION APPROVED PROGRAMS

Validated career education programs are available from across the United States; the U. S. Office of Education has judged them to be worthy of replication in other local education agencies or districts in the nation. Local agencies desiring assistance replicating such programs in their districts shall inquire about possible funding assistance through:

James R. Buckner
South Carolina Department of Education
Program Dissemination Section
Office of Federal Projects
200 Rutledge Building
Columbia, South Carolina 29201
Telephone: (803) 758-3526

For additional information see the section of this document titled "State—Funding: Monies Related to Career Education."

GOVERNMENT FUNDED PROGRAMS

Many government funded exemplary programs exist now (and in recent years) at the local level. Each state director or coordinator of career education is in an excellent position to identify at least some of the more promising efforts in his/her state. Examples of other local efforts are:

Skyline School, Dallas, Texas

One of the first schools to be built specifically for the purpose of career education and career preparation, this school is actually several schools in one. It is a regular high school for the students living in the area, and it is an occupational school for students attending other high schools in the Dallas system. It is, for students enrolled in certain courses, a postsecondary institution.

Warren Public Schools, Warren, Ohio

One of the many school systems in which the career development aspect of career education has been infused into the educational program, the Warren system is somewhat unique in that it has been engaged in attempts to acquaint teachers with the world of work. Working in collaboration with Youngstown University, the Warren system has made it possible for teachers to acquire "hands-on" experience. (See "The Teacher Wore a Hard Hat," by Robert Di Gulio and Michael Zockle, *Career Education Digest*, May 1974.)

Pinellas County School System, Florida

This is another school system in which the concepts of career education and career development have been infused into the educational program. The Pinellas effort, it should be noted, is a good example of how in-service efforts for teachers can be made to work effectively.

Lincoln County, West Virginia

Several years ago, the Lincoln County school system received funds under Part D of the Vocational Education Amendments of 1968 to establish an exemplary career education project. The project was completed, and the results evaluated and reported in 1974, in a monograph, titled "A Study of Elementary and Secondary Career Education in Lincoln County."

The study, conducted by Dr. Le Vene Olson of Marshall University, is one of the first to support the contention that career education makes a positive difference in pupil achievement. (The study may be obtained by contacting the State Director of Career Education, Mr. Robert Martin.)

With some 5,000 local school districts engaged in various forms of career education oriented programs, the list could go on *ad infinitum*. Riverton, Wyoming; Louisville, Kentucky; Sylacauga, Alabama; Fairfax County, Virginia; Pasco, Washington; Portland, Oregon; Fremont, California; Joliet, Illinois; and Providence, Rhode Island are but a small number of those districts that should be included if a comprehensive listing were attempted!

Warren Occupational Technical Center, Jefferson County, Colorado

A "nonresident" school has been created to service students from the twelve high schools in Jefferson County. It does not duplicate existing programs, and neither does it compete with on-going programs in the several high schools. Students are transported from their "resident" schools and study extensively in various technical courses for two/three hours a day. Nearly 1,200 pupils are enrolled in the two shifts or sessions.

GOVERNMENT RESOURCES FOR CAREER EDUCATION

Many government agencies at the local, State, and National levels can assist a school's career education program. Here are descriptions of some government programs that offer aid ranging from priced publications to developmental grants.

Program title	Description
Retired Senior Volunteer Program **ACTION**	RSVP is one part of ACTION, the Federal agency for volunteer service. It provides volunteers aged 60 and over for schools, daycare centers, and libraries. Volunteers can share their work experience with the students.
Youth Challenge Program **ACTION**	YCP, another ACTION program, serves people aged 14 to 21. Students work approximately 6 hours a week without pay. YCP can provide useful work experience for students.
U. S. Civil Service Commission	This Federal agency is responsible for all job standards and examinations in the competitive civil service. A number of summer job programs are available for high school- and college-age youth. The Judiciary and Congress—including the Library of Congress—and agencies such as the Department of State and FBI are not covered.
U. S. Department of Defense	Each armed service makes much material and many services available to local schools so that students and educators can learn about military careers.
Career Education Program **U. S. Office of Education** **U. S. Department of Health, Education, and Welfare**	This program provides funds for projects designed to improve career education in elementary schools, high schools, community colleges, technical institutes, 4-year colleges, universities, and employer-sponsored training programs.
Exemplary Projects in Vocational Education **U. S. Office of Education** **U. S. Department of Health, Education, and Welfare**	This program is designed to create bridges between schools and employers and to broaden the occupational aspirations of young people, especially those with socioeconomic handicaps. Both private and public schools are eligible for assistance.

Assistance available	Publications[1]	For more information
If there is a local RSVP project, people with wide experience can work in the school.		Look under Retired Senior Volunteer Program in the telephone book.
Matching grants are available to start projects. No money is available to pay volunteers.		Youth Challenge Program ACTION 806 Connecticut Ave. NW. Washington, D. C. 20525.
No project grants are made. Students in summer work programs are paid.	Working for the USA Price: 55 cents.[1] The Federal Career Directory Price: $3.45.[1] Guide to Federal Career Literature Price: $1.05.[1] Summer Jobs: Opportunities in the Federal Government '77.	U. S. Civil Service Commission Washington, D. C. 20415 and Local Federal Job Information Centers listed under U. S. Government in the telephone book.
Tours of military bases and visits to the schools by military personnel are offered.	Each service publishes a large number of books and pamphlets concerning careers in the military. Local recruiters can provide copies of the most current ones. A Select Products list describes the publications available.	Any local recruiter.
Grants and contracts for career education projects.	An Introduction to Career Education. Career Education: How To Do It.	Office of Career Education U. S. Office of Education U. S. Department of Health, Education and Welfare Washington, D. C. 20202.
Grants are made to allow recipients to operate exemplary projects.	A list of current projects is available.	Director Division of Research and Demonstration ROB-3, Room 5042 U. S. Office of Education U. S. Department of Health, Education, and Welfare 7th and D Sts. SW. Washington, D. C. 20202.

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[1] Priced publications may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402.

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Program title	Description
Education and Work Program **National Institute of Education** **U. S. Department of Health, Education, and Welfare**	This program conducts research and development activities related to career education. Present activities aim at two major goals: (1) to improve our understanding of the relationship between education and work; and (2) to increase the contribution education makes to individuals' abilities to choose, enter, and progress in work that is beneficial to themselves and others.
Bureau of Education for the Handicapped **U. S. Office of Education** **U. S. Department of Health, Education, and Welfare**	This Bureau operates many programs related to educating the handicapped, some of which concern career education.
President's Committee on the Employment of the Handicapped	The Committee brings together leaders of business, labor, the professions, and the rehabilitation profession with handicapped people to conduct joint promotional efforts to improve job opportunities for handicapped adults. The President's Committee as well as Governors' and local committees can provide speakers, counseling services, and information.
Apprenticeship Training	The Bureau of Apprenticeship and Training, Employment and Training Administration, U. S. Department of Labor, works with unions and employers to set standards for apprenticeships. Apprenticeship Information Centers exist in 34 local Employment Service offices to provide information on apprenticeships. Through its Apprenticeship Outreach Program, the Bureau places special emphasis on helping disadvantaged persons, women, and members of minority groups become skilled craft workers.

Assistance available	Publications[1]	For more information
Funds are made available to conduct research and some development career education programs. Public and private institutions and organizations and individuals may receive funds in four areas: (1) career planning and occupational choice (2) the transition from school to work (3) career planning (4) retraining and lifelong learning opportunities for career development.		Education and Work Group National Institute of Education 1200 19th St. NW. Washington, D. C. 20208.
Grants for research, demonstration projects, and personnel training are awarded.	The Unfinished Revolution: Education for the Handicapped.	Bureau of Education for the Handicapped U. S. Office of Education U. S. Department of Health, Education, and Welfare Washington, D. C. 20202.
Advisory services and counseling. No grants are made.	Preparing for Work. Student Projects Designed to Aid Handicapped People. Guide for Job Placement of the Mentally Retarded. Colleges Accessible to the Handicapped. How To Get a Job (written for the handicapped).	President's Committee on the Employment of the Handicapped Washington, D. C. 20210.
The Bureau can provide advice to groups and individuals.	Apprenticeship Price: 30 cents.[1] Apprenticeship Training: Sure Way to a Skilled Craft. Price: 35 cents.[1] Also available in Spanish.	Bureau of Apprenticeship and Training Employment and Training Administration U. S. Department of Labor Washington, D. C. 20213.

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[1] Priced publications may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402.

Program title	Description
Employment Service	The public Employment Service—often called Job Service—is a network of more than 2,400 local offices across the Nation. It helps jobseekers find suitable work, either at once or after training. It also operates a computerized Job Bank in 43 States; each Job Bank provides a daily printout of jobs available in the State or local area served by an office. The Employment Service also administers aptitude tests.
Occupational Outlook Information U. S. Department of Labor	The Bureau of Labor Statistics, U. S. Department of Labor, has, as one of its major tasks, the collection and dissemination of career and occupational outlook information. Numerous pertinent reports are issued. In addition to priced publications, the Bureau publishes two series of pamphlets. A series of 11 motivational leaflets relates jobs to specific subjects such as mathematics and mechanics. The other series includes 5 leaflets that group jobs according to the amount of education they require.
Work Experience and Career Exploration Program	This program allows students aged 14 or 15 to work up to 23 hours per week in school-related jobs or career exploration programs supervised and administered by the school. Students must receive school credit for participation and be paid the minimum wage. Work experience must be related to instruction received in school. Students must not displace workers already employed in a particular establishment. Programs have been implemented in 20 States.
National Audiovisual Center General Services Administration	NAC provides government agencies and the general public with a central information and distribution service of audiovisual material produced by or for government agencies. The current catalog contains 4,500 audiovisuals, many of which can be used in career education programs. Films may be rented or purchased. NAC can also provide a list of films that may be borrowed and a list of places from which they may be borrowed without charge.
Small Business Administration	This is a permanent, independent government agency that encourages and assists small businesses. The Minority Small Business Program assists members of minority groups. The Administration offers workshops, clinics, films and publications that can support a career education program.

Assistance available	Publications[1]	For more information
Employment Service staff can assist in school placement programs and help students acquire information about jobs and training opportunities. Staff members can speak to students or conduct practice job interviews.	The Employment Service. The Dictionary of Occupational Titles, 4th ed. scheduled for publication in mid-1977.	U. S. Employment Service Employment and Training Administration U. S. Department of Labor Washington, D. C. 20213. Federal and State local offices are listed in the telephone book under the name of the State, State Department of Labor.
	Occupational Outlook Handbook. Price: $7, available from regional offices. Occupational Outlook for College Graduates (Selected occupations from the above Handbook), Price: $3.30, available from regional offices. Occupational Outlook Quarterly. Price: $4 per year.[1]	Regional Office Bureau of Labor Statistics U. S. Department of Labor Addresses are listed on the inside front cover of this magazine.
Funding is provided by the State in which the program operates.		Director of Vocational Education State Department of Education.
		National Audiovisual Center National Archives and Records Service General Services Administration Washington, D. C. 20409.
Speakers and advice.	Personal Qualities Needed To Manage a Store. Starting and Managing a Service Station. Price: $1.15.	Small Business Administration Washington, D. C. 20416.

[1] Priced publications may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402.

Source: *Occupational Outlook Quarterly*, Summer 1977, pages 22-27.

Other Resources

ADVISORY COUNCILS

Among the organizational resources available in career education are advisory councils. Citations include name, address, executive officer, staff, members, meetings, publications, and notes for each of the principal advisory councils in the field of career education.

NATIONAL ADVISORY COUNCIL ON CAREER EDUCATION
c/o Department of Education
Purdue University
Lafayette, Indiana 47907

Chairperson: Bruce E. Shertzer
Members: Twelve public and nine non-voting
Meetings: Irregular

Publications: *Interim Report with Recommendations for Legislation*

Notes: Established under the Education Amendments of 1974 to advise the U. S. Commissioner of Education on the implementation of Section 407 of P. L. 93-389 and recommend new legislation. Fourteen papers on career education have been commissioned.

NATIONAL ADVISORY COUNCIL ON VOCATIONAL EDUCATION
425 19th Street, N.W., Suite 412
Washington, D. C. 20004

Executive Director: Reginald L. Petty
Phone: (202) 367-8873
Members: Twenty-one
Type of members: Educational practitioners, educational administrators, business persons, others
Meetings: At six-week intervals

Publications: *News from NACVE*, monthly
Fact Sheet, monthly
A National Policy on Career Education

Notes: Mandated under the Vocational Education Amendments of 1968 "to advise the Commissioner of Education concerning the administration of, preparation of, general regulations for, and operation of vocational education programs supported with assistance under this title."

COUNCIL OF CHIEF STATE SCHOOL OFFICERS
1201 16th Street, N.W.
Washington, D. C. 20036

Executive Secretary: Byron W. Hansford
Phone: (202) 833-7880

Publications: *Exchange*, monthly

Notes: An independent organization of state superintendents and commissioners of education consisting solely of the top education officers of the fifty states and the six extra-state jurisdictions. Among several special projects currently under way is one on career education.

NATIONAL ASSOCIATION FOR INDUSTRY-EDUCATION COOPERATION
235 Hendricks Boulevard
Buffalo, New York 14226

Executive Director: Donald M. Clark
Phone: (716) 278-5726
Members: 178
Staff: One
Type of members: Educational practitioners, educational administrators, government personnel, business persons
Meetings: Four per year, 1976 convention—April, Pittsburgh

Publications: Newsletter, quarterly, $4.00
Industry-Education Councils: A Handbook
How to Plan a Community Resources Workshop

Notes: Purpose is to mobilize the resources of education and industry (business, labor, government, agriculture, and the professions) to improve the relevance and quality of educational programs at all levels.

ASSOCIATIONS

Among the organizational resources available in career education are associations. Citations include name, address, executive officer of the principal professional associations in the field of career education.

ADULT EDUCATION ASSOCIATION OF THE U.S.A. (AEA/USA)
810 Eighteenth Street, N.W.
Washington, D. C. 20006
Executive Officer: Charles B. Wood
Phone: (202) 347-9574

Publications: *Adult Leadership,* monthly except July and August, $13.00
Adult Education, quarterly, $11.00
AEA Dateline, eight per year, $7.00

Notes: Purpose is to further the concept of education as a process continuing throughout life. There are nineteen special interest sections. Special project workshops, commissions, and publications are used to further the organization's goals.

AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS (AASA)
1801 North Moore Street
Arlington, Virginia 22209
Executive Director: Paul B. Salmon
Phone: (703) 528-0700

Publications: *The School Administrator*, thirteen per year, only to members

Notes: "An organization totally committed to the improvement of educational administration, the schools of America and the status of its membership." Holds regional conferences and special workshops. Maintains an active publications program and helps to underwrite a solid information and data source for school administrators and school systems.

AMERICAN EDUCATIONAL RESEARCH ASSOCIATION (AERA)
1126 Sixteenth Street, N.W.
Washington, D. C. 20036
Executive Officer: Richard A. Dershimer
Phone: (202) 223-9485

Publications: *Educational Researchers*, monthly
American Educational Research Journal, quarterly
Review of Educational Research, quarterly

Notes: Professional organization of educators and behavioral scientists interested in the development, application and improvement of educational research. Presents annual awards. Sponsors *Encyclopedia of Educational Research*.

AMERICAN FEDERATION OF TEACHERS, AFL-CIO
11 Dupont Circle, N.W.
Washington, D. C. 20036
President: Albert Shanker
Phone: (202) 797-4000

Publications: *AFT in Action*, weekly, free to locals
American Teacher, monthly, free to members
Changing Education, monthly, supplement in *American Teacher*

Notes: Departments in international education, human rights, and collective bargaining.

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION
1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009
Executive Director: Charles L. Lewis
Phone: (202) 483-4633

Publications: *Guidepost*, newsletter, eighteen per year
Personnel and Guidance Journal, ten per year
Many divisional publications

Notes: Guidance and personnel professionals in education, business, government, and industry. Placement service for members.

AMERICAN VOCATIONAL ASSOCIATION, INC.
1510 H Street, N.W.
Washington, D. C. 20005
Executive Director: Gene Bottoms
Phone: (202) 737-3722

Publications: *American Vocational Journal*, nine per year, included with membership
AVA Membergram, four per year, included with membership

Notes: "Dedicated to the principle that vocational, technical and practical arts education must be available to all persons of all ages in every community." Maintains a slide library which may be purchased. Issues many monographs, including an annual yearbook.

AMERICAN VOCATIONAL EDUCATION RESEARCH ASSOCIATION
Rutgers University
Graduate School of Education
10 Seminary Place
New Brunswick, New Jersey 08903
Recording Secretary: Mary B. Kievit
Phone: (201) 247-1766

Publications: *The Beacon*, quarterly

Notes: Affiliated with American Vocational Association. Aim is to stimulate research and development activities in vocational education and to encourage training programs to prepare persons for responsibilities in vocational education research.

DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA)
200 Park Avenue
Falls Church, Virginia 22046
Executive Director: Harry Applegate
Phone: (703) 532-7672

Publications: *The DECA Distributor*, quarterly, $1.00
DECA Reporter, monthly
DECA Guide, anually

Notes: DECA is a vocational student organization for students in high schools and junior colleges who are preparing for careers in marketing, merchandising, and management. A twenty-minute film describing DECA is available for loan or purchase. Publications are issued.

NATIONAL ASSOCIATION OF CAREER EDUCATION
765 Commonwealth Avenue, Room 1502
Boston, Massachusetts 02215
President: David C. Gardner
Phone: (617) 353-3218, 3458

Publications: *News from NACE*, six per year
Career Education Monographs, quarterly

Notes: This organization was founded in 1975. A number of additional services are in the planning stages. The association's purposes: to provide a means of communication and idea/information sharing among persons interested in advancing, implementing or supporting the goals of career education; to seek to help the general public become more aware of career education and its implications to work in America; and to act as a unified voice for career education at public forums and hearings.

NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS
1801 N. Moore Street
Arlington, Virginia 22209
Executive Director: William Pharis
Phone: (703) 528-5627

Publications: *School Leadership Digest* series, $22.80
Spectator, bimonthly
The National Elementary Principal, monthly, $35.00

Notes: "An autonomous, completely free and independent association serving the professional interests and economic needs of elementary, middle school and assistant principals." Forty-six affiliated states. Operates a speakers bureau and produces and distributes publications, tapes, films, and in-basket materials.

NATIONAL ASSOCIATION OF STATE DIRECTORS OF VOCATIONAL EDUCATION
2805 Eisenhower Street
Eau Claire, Wisconsin 54701
Executive Secretary: George L. Sandvig
Phone: (803) 772-2287

Notes: The chief administrative officer for vocational education in each state and/or associate and assistant directors belong. Affiliated with the American Vocational Association.

NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS (NASSP)
1904 Association Drive
Reston, Virginia 22071
Executive Secretary: Owen B. Kiernan
Phone: (703) 860-0200
Hotline Service: (703) 860-1400

Publications: *NASSP Bulletin*, September–May, monthly
NASSP Newsletter/Spotlight, monthly, ten per year
Student Advocate: Curriculum Report, bimonthly
Legal Memoranda, bimonthly
Practitioner, four–five per year

Notes: Maintains a file of innovative and exemplary programs. Supports the National Honor Society, the National Junior Honor Society, Student Exchange Service, National Association of Student Councils, and National Association of Student Activity Advisers.

NATIONAL MANPOWER TRAINING ASSOCIATION (NMTA)

State Department of Education
P.O. Box 771
Jackson, Michigan 39205
President: Travis A. Cliett

Publications: *Directory of State and Regional Supervisory Staff*, annual
Manpower Notes, annual

Notes: Encourages development of quality manpower training programs for youths and adults, regardless of race, color, creed, or national origin. Recommends standards for manpower training programs. Sponsors programs. Affiliated with American Vocational Association.

NATIONAL VOCATIONAL GUIDANCE ASSOCIATION

1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009
Executive Officer: Charles L. Lewis
Phone: (202) 483-4633
Members: 10,000

Publications: *Vocational Guidance Quarterly*, quarterly, $10.00
NVGA Newsletter, quarterly, to members

Notes: A division of American Personnel and Guidance Association. "NVGA seeks to stimulate vocational guidance and career planning, to gain recognition and status for the profession of counseling and to improve skills, systems, and standards of service in counseling." Has five commissions and eleven committees.

UNITED STATES CHAMBER OF COMMERCE

1615 H Street, N.W.
Washington, D. C. 20062
Associate Director: Thomas P. Walsh
Phone: (202) 659-6107

Publications: *Career Education and the Businessman*
Career Education—What It Is and Why We Need It from Leaders of Industry, Education, Labor and the Professions

Notes: Purpose is to stimulate business-education cooperation on behalf of career education (in addition to a wide range of traditional business services offered to members).

W. E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH

300 South Westnedge Avenue
Kalamazoo, Michigan 49007
Director: Samuel V. Bennett
Phone: (616) 343-5541

Publications: *Business Conditions in Kalamazoo*, quarterly
National and local research studies and books

Notes: A private nonprofit organization formed to conduct research into the causes and effects of unemployment, to study and investigate the feasibility and methods of insuring against unemployment, and to devise ways and means of preventing and alleviating the distress and hardship caused by unemployment.

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA (VICA)
105 North Virginia Avenue
Falls Church, Virginia 22046
Executive Director: Larry W. Johnson
Phone: (703) 533-2090

Publications: *Professional News*, nine per year
VICA Leader, quarterly
VICA Magazine, quarterly

Notes: Federation of state associations and local clubs of young people in trade, industrial, technical, and health occupations programs in high schools, area vocational schools, junior and community colleges. Sponsors VICA U.S. Skill Olympics, offers programs, provides films and slides.

Source: National Institute of Education. *Key Resources in Career Education: An Annotated Guide*. Washington, D. C.: 1976.

Other Associations

National Association for Career Education
Care of: Office for Career Education
Glassboro State College
Glassboro, New Jersey 08028

National Education Association
1201 Sixteenth Street, N.W.
Washington, D. C.

ARTS ORGANIZATIONS AND AGENCIES

A major resource for assistance with career education relative to the arts may be found in the various associations for the arts. Following is a listing of state and national organizations and agencies concerned with the arts in education. This listing is not intended to be comprehensive but rather representative of the various arts and education groups. Those identified first are the most encompassing on a national basis.

National Art Education Association
1916 Association Drive
Reston, Virginia 22091

Music Educators National Conference (MENC)
1902 Association Drive
Reston, Virginia 22091

American Theatre Association
Suite 500, 1217 F Street, N.W.
Washington, D. C. 20004

Dance Division of American Association
for Health, Physical Education, and Recreation
Washington, D. C. 20036

Academy of American Poets
1078 Madison Avenue
New York, New York 10028

Affiliate Artists, Inc.
155 W. 68th Street
New York, New York 10023

Afro-American Music
Opportunities Association
Box 662
Minneapolis, Minnesota 55440

Amateur Chamber Music Players
Box 547
Vienna, Virginia 22180

American Academy of Teachers of Singing
c/o William Gephart, Secretary
75 Bank Street
New York, New York 10014

American Association of Museums
2233 Wisconsin Avenue, N.W.
Washington, D. C. 20007

American Bandmasters Association
7414 Admiral Drive
Alexandria, Virginia 22307

American Choral Directors Association
P. O. Box 17736
Tampa, Florida 33682

American College of Musicians
P. O. Box 1807
Austin, Texas 78767

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American Composers Alliance
170 W. 74th Street
New York, New York 10023

American Council for the Arts in Education
Arts Worth
60 W. 42nd Street
New York, New York 10017

American Federation of Arts
41 E. 65th Street
New York, New York 10021

American Federation of Film Societies
333 Avenue of the Americas
New York, New York 10014

American Federation of Musicians
1500 Broadway
New York, New York 10036

American Guild of Music
P. O. Box 3
Downers Grove, Illinois 60515

American Guild of Musical Artists
1841 Broadway
New York, New York 10023

American Guild of Organists
630 Fifth Avenue
New York, New York 10020

American Music Conference
150 East Huron Street
Chicago, Illinois 60611

The American Musicological Society
201 South 34th Street
Philadelphia, Pennsylvania 19174

American Orff-Schulwerk Association
P. O. Box 18495
Cleveland, Ohio 44118

American School Band Directors Association
2608 Chicago Road
Warren, Michigan 48092

American Society of Composers, Authors
  and Publishers (ASCAP)
One Lincoln Plaza
New York, New York 10023

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American Society of Music Arrangers
224 W. 49th Street
New York, New York 10019

American Society of University Composers
250 W. 57th Street, Room 626-B
New York, New York 10019

American String Teachers Association
2596 Princeton Pike
Lawrenceville, New Jersey 08648

Association for Professional Broadcasting Education
1771 N. Street, N.W.
Washington, D. C. 20036

Association of College, University
Community Arts Administrators, Inc.
P. O. Box 2137
Madison, Wisconsin 53701

Association of Collegiate Schools of
Architecture, Inc.
1785 Massachusetts Avenue
Washington, D. C. 20036

Black Music Center
Black Culture Center
109 North Jordan Street
Indiana University
Bloomington, Indiana 47401

CEMREL (Central Midwestern Regional
Education Laboratory)
3120 59th Street
St. Louis, Missouri 63139

Center for Understanding Media
75 Horatio Street
New York, New York 10014

Central Opera Service
Metropolitan Opera
Lincoln Center
New York, New York 10023

College Arts Association of America
432 Park Avenue South
New York, New York 10016

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College Music Society
College of Music
University of Colorado
Boulder, Colorado 80302

Composers and Lyricists Guild of America
6565 Sunset Boulevard, Suite 419
Hollywood, California 90026

Council of American Artist Societies
112 E. 19th Street
New York, New York 10003

Educational Facilities Laboratories
477 Madison Avenue
New York, New York 10022

Educational Resources Information Center (ERIC)
National Center for Educational Research and Development
U. S. Office of Education
Department of Health, Education, and Welfare
Washington, D. C. 20202

International Bach Society
Institute for Bach Studies
140 W. 57th Street
New York, New York 10019

International Clarinet Society
University of Denver
School of Music
Denver, Colorado 80210

International Double Reed Society
Michigan State University
Department of Music
East Lansing, Michigan 48824

International Horn Society
c/o Basil Tyler
Department of Music
University of Wisconsin–Milwaukee
Milwaukee, Wisconsin 53201

International Society for Art Education
Secretarial Centre
International d'Etudes Pedagogiques
Sevres (Sein-etOese)
FRANCE

International Society for Music Education (ISME)
Henning Bro Rasmussen
133, Carinaparken
DK-3460 Birkerd
DENMARK

International Society of Bassists
University of Cincinnati
College Conservatory of Music
Cincinnati, Ohio 45221

International Trombone Association
9 Prescott Street
Cambridge, Massachusetts 02138

League of Composers—International
Society for Contemporary Music
c/o American Music Center
2109 Broadway
New York, New York 10023

League of Women Composers
5610 Holston Hills Road
Knoxville, Tennessee 37914

Music Industry Council
1902 Association Drive
Reston, Virginia 22091

Music Library Association
343 South Main Street, Room 205
Ann Arbor, Michigan 48108

Music Publishers' Association of the
United States
609 Fifth Avenue, 4th Floor
New York, New York 10017

Music Teachers National Association, Inc.
408 Carew Tower
Cincinnati, Ohio 45202

National Association for American
Composers and Conductors
133 W. 69th Street
New York, New York 10023

National Association for Music Therapy
P. O. Box 610
Lawrence, Kansas 66044

National Association of Band Instrument Manufacturers
c/o Vito Pascucci
G. Lebanc Corp.
7019 30th Avenue
Kenosha, Wisconsin 53141

National Association of Jazz Educators
Box 724
Manhattan, Kansas 66502

National Association of Organ Teachers
7938 Bertram Avenue
Hammond, Indiana 46324

National Association of School Music Dealers
c/o C. H. Duncan, Pres.
1409 S. Stratford Road
Winston-Salem, North Carolina 27103

National Association of Teachers of Singing
250 W. 57th Street
New York, New York 10019

National Band Association
Box 2454
W. Lafayette, Indiana 47906

National Endowment for the Arts
Education Programs
1425 K Street, N.W., McPherson Building
Washington, D. C. 20506

National Endowment for the Humanities
Education Programs
Washington, D. C. 20506

National Federation of Music Clubs
600 S. Michigan Avenue
Suite 1215
Chicago, Illinois 60605

National Guild of Community Schools
of Music and the Arts
645 Madison Avenue, Suite 905
New York, New York 10021

National Guild of Piano Teachers
___ Allison, Jr., President
Box 1807
Austin, Texas 78767

National Institute for Architectural Education
20 W. 40th Street
New York, New York 10018

National Music Council
250 W. 57th Street, Suite 626
New York, New York 10019

National Music Publishers Association
110 E. 59th Street
New York, New York 10022

National Opera Association
Constance Eberhart, Secretary-Registrar
823 – Hotel Wellington
Seventh Avenue at 55th Street
New York, New York 10019

Percussive Arts Society
120 Carol Drive
Terre Haute, Indiana 47805

Poets and Writers, Inc.
201 W. 54th Street
New York, New York 10019

Suzuki Association of the Americas
933 East State Street
Ithaca, New York 14850

SOUTH CAROLINA

Guild of South Carolina Artists
Sally Cahill, Executive Secretary
Columbia Museum of Art
Columbia, South Carolina 29201

Palmetto Dramatic Association
Frances Chavous
Palmetto High School
Box 428
Williamston, South Carolina 29697

South Carolina Arts Commission
829 Richland Street
Columbia, South Carolina 29201

South Carolina Committee for the Humanities
McCrory Building
2801 Devine Street
Columbia, South Carolina 29205

South Carolina Dance Education Association
Mrs. Nancy Zupp, Chairperson
Coker College
Hartsville, South Carolina 29550

South Carolina Museum Commission
1023 Woodrow Street
Columbia, South Carolina 29205

South Carolina Music Education Association
Mrs. Leila Lucas, President
Sumter 2 Schools
492 N. Guignard Drive
Sumter, South Carolina 29150

South Carolina Thespian Society
Mr. Kermit McCarter
Orangeburg-Wilkerson High School
919 Bennett Avenue
Orangeburg, South Carolina 29115

State Department of Education
Fine Arts Office
708 Rutledge Building
Columbia, South Carolina 29201

COMMUNITY ORGANIZATIONS

An important resource for career education is the many organizations and businesses that exist nationwide and promote both national and local programs. Following are listed (with the several sources noted) community organizations and businesses that actively promote career education. The reader will no doubt be aware of similar additional organizations in his own state and community.

> Career education seeks to break the cycle of misunderstanding and distrust existing in many communities between educators and members of the broader community—including the business, labor, and industrial communities. A key feature of this effort lies in recognizing that many community resources exist NOW that could and should be utilized in helping youth understand and capitalize on the changing relationships between education and work. It is not a matter of building yet another superstructure on the already complex system of education. Rather, it is a matter of recognizing and utilizing community resources that now exist and moving actively toward building new community resources.
>
> **Current Major National Programs Involved in Career Education**
>
> Each of the national efforts to be described here was involved in certain aspects of career education long before the term "career education" was coined. None of them needs the support of career education advocates in order to continue to exist. Each is strong and viable in its own right. On the other hand, career education advocates, particularly those from educational settings, will find there is much to learn from persons associated with these national programs

and many ways in which the effectiveness of local career education efforts can be enhanced by working with them. If these national programs can be made an integral part of a total community career education project, the goals of career education will surely be greatly enhanced.

Junior Achievement

Junior Achievement (JA) is the nation's oldest economic education program for young people. Founded in 1919, it involved, during 1975, 192,000 senior high school youth who directed and operated 7,500 small-scale businesses in over 1,000 communities in our nation. JA operates a systematic planned effort, through local business and industry executives, that involves approximately 30 two-hour meetings per year for participating senior high school students. Students, working in groups of approximately twenty, form and operate small businesses under the guidance and leadership of business and industry executives. It is an intensive, "hands-on" experience involving all aspects of the business from product design to production, marketing, accounting, and personnel practices. Paid professional staff members organize JA franchises in communities throughout the nation, but JA advisers themselves are volunteers from the ranks of business and industry executives.

The prime stated purpose of JA is economic education. It aims to help senior high school students discover, through actual participatory experiences, the nature and operations of the free enterprise system in the United States. In this sense, JA holds great potential value for all senior high school students. A secondary goal is to provide career awareness and career exploration opportunities for those students considering careers in various aspects of business.

Where JA franchises are not now present in a given community, information regarding JA can be obtained by writing to **JUNIOR ACHIEVEMENT, INC., 550 Summer Street, Stanford, Connecticut 06901.**

Boy Scouts of America

The Boy Scouts of America have operated programs of Cub Scouting and Scouting in communities throughout the nation for many years. In 1968, they established a new program called "Exploring" aimed specifically at helping youth, ages 15-21, make decisions regarding their personal and vocational lives. "Explorers" are *not* scouts. Therefore, they are not correctly referred to as "Explorer Scouts." Young women now comprise 34 percent of the total membership of 433,586 Explorers throughout the land. The exploring program operates in communities where, with (in 1975) 112,748 volunteers and about 400 professional executives, 25,448 Explorer Posts and Ships existed.

The total Explorer program involves six major kinds of activities: (a) social, (b) vocational, (c) outdoor, (d) personal fitness, (e) service, and (f) citizenship. Concern is expressed for aiding youth in developing and making decisions about total lifestyle, not merely their probable roles in the world of paid employment. The emphasis on productivity and usefulness in total lifestyle is entirely consistent with career education's emphasis on making work—paid or unpaid—a meaningful part of the individual's lifestyle in both the world of paid employment and in productive use of leisure time.

Each year, in cooperation with local high schools, the Exploring program seeks to survey occupational interests of high school age youth (grades 9-11) by use of a "Student Career Interest Survey Card." Results are reported back to local communities along with encouragement to form Explorer Posts related to careers of interest to local students. An Explorer Post is typically formed around a particular area of vocational interest—e.g., Health Occupations, Law Enforcement, Environmental Education, etc.—often with the help of funds supplied by professional associations or industrial organizations having special interest in encouraging youth to explore careers in that area.

It is important to note that at present plans are being developed for inserting a strong career awareness emphasis into the Cub Scout Program. This, too, would be entirely consistent with the goals of career education. Those wishing more information regarding the Explorer program should write to **BOY SCOUTS OF AMERICA, North Brunswick, New Jersey 08902.**

Girl Scouts of the U.S.A.

Currently, there are about 3½ million members of the Girl Scouts operating out of 350 Girl Scout Councils in this nation. Over 500,000 women currently serve, on a volunteer basis, as Girl Scout Leaders. In recent years, this organization has expressed a strong interest in, and commitment to, the problem of establishing a national coordinated effort aimed at beginning to solve the problem of occupational sex stereotyping as a deterrent to full freedom of occupational choice for women.

One model program in the area of health careers—entitled "From Dreams to Reality" —has already been developed and is currently being used with Girl Scouts, ages 12-17, in many Girl Scout Councils. The manual for this program is exceptionally well developed and includes a number of fascinating approaches aimed at helping Girl Scouts explore their interests and aptitudes in health occupations. Many of the ideas, self-analysis processes, and *kinds* of suggested exploratory activities found in this manual would be equally applicable to any occupational area a person—male or female—might wish to explore. To the extent that any local Girl Scout Council expresses interest in emphasizing career exploration for its members, local career education coordinators should find multiple ways of encouraging and assisting them. To do so would surely enhance both the comprehensiveness and the effectiveness of a total community career education effort.

The Girl Scouts of the U.S.A., like the Boy Scouts of America, have also expressed interest in and made progress toward helping elementary school age girls become aware of various careers. The new handbook for Brownie Scouts will include a separate section on "The World of Work." Those wishing more information should write to **GIRL SCOUTS OF THE U.S.A., Program Department, 830 Third Avenue, New York, New York 10022.**

The National Alliance of Businessmen (NAB)

The National Alliance of Businessmen was established in 1968 to help find jobs for the disadvantaged. Funded jointly by the U.S. Department of Labor and major industries, NAB Metro offices now operate in 130 large urban communities throughout the United States. The potential of NAB for career education, however, extends considerably beyond these 130 metropolitan areas.

In recent years, the NAB Alliance Youth program was established with a major goal of *preventing* unemployment among disadvantaged adults through a series of five major kinds of programs for youth: (1) summer employment, (2) career preparation, (3) motivation, (4) guidance, and (5) cooperation between colleges and industries. The Summer Employment program seeks to locate and place disadvantaged youth in full-time or part-time summer jobs. Its primary purpose is to provide such youth with the opportunity to earn the money they require to return to high school in the fall. Participation of the school's career education personnel—especially school counselors—is actively sought in discovering such youth and motivating them to participate in this program.

For several years, NAB has operated Career Guidance Institutes for high school counselors. The purpose of the Career Guidance Institute (CGI) is to improve and expand the career guidance provided by public school educators to economically disadvantaged young people in the schools.

Those interested in learning more about the total NAB effort—including the NAB Youth program—should write **THE NATIONAL ALLIANCE OF BUSINESSMEN, 1730 K Street, N.W., Washington, D. C. 20006.**

Business and Professional Women's Foundation

As part of its national concern for encouraging and assisting women to enter business and professional occupations, the Business and Professional Women's Foundation, through its local chapters, has an active program providing career counseling for women twenty-five and over. Recently, through a Carnegie Foundation grant, the Foundation embarked on a joint effort with the American Personnel and Guidance Association aimed at developing more effective career counseling for high school girls. This effort now extends to 250-300 communities in various parts of the country.

There are a very large number of local Business and Professional Women's Clubs located in the United States. Members of such clubs could, and should, be valuable resources for a career education program, particularly that part of the program concerned with reducing occupational sex stereotyping. They could also serve as valuable career role models, as key individuals in community career exploration experiences, and in community career guidance and counseling efforts. Local career education efforts have not, to date, made as much use of this resource as they should. Those interested in doing so can obtain further information from **PROFESSIONAL WOMEN'S FOUNDATION, 2012 Massachusetts Avenue, N.W., Washington, D.C. 20036.**

National Association of Manufacturers (NAM)

The National Association of Manufacturers was organized in 1905 with a major expressed goal of promoting and providing better cooperation between education and industry. In 1969, the NAM started publishing a series of public policy reports on this subject. One of these reports dealt with the desirability of appointing industry-education coordinators at the federal, state, and local levels. One person now serves in this role within the U.S. Office of Education—Mr. Louis Mendez, Bureau of Occupational and Adult Education, U.S. Office of Education. In addition, a state coordinator has been appointed in each of the fifty States, unfortunately most on a part-time basis in various state educational agencies. This aspect of NAM's operation is in clearest evidence in New York State.

Recently, NAM has been collecting data regarding what 150 of its member companies are doing to improve cooperation between education and industry. Hopefully, when that information is published, it will contain numerous examples of how such councils are contributing directly to community career education efforts. Certainly, those local career education persons interested in learning more about how to work with industry could learn much from the past experiences of NAM members. Those interested in doing so should write **NATIONAL ASSOCIATION OF MANUFACTURERS, 1776 F Street, N.W., Washington, D. C. 20006.**

National Association for Industry-Education Cooperation (NAIEC)

The National Association for Industry-Education Cooperation was established in 1964 with an avowed purpose of utilizing the resources of education and industry in ways that will enhance and improve the relevance and quality of education programs as preparation for work. Originally established as the Business-Industry section of the National Science Teachers Association, the NAIEC broadened its scope and became an independent organization in 1964—65. In 1972, NAIEC merged with the National Community Resources Workshop Association.

The activities of the NAIEC, like its interests, parallel those of career education very closely. Approximately twenty NAIEC local councils (eight in New York State) are operational, and about 150 persons are now active members of NAIEC. One of the major local activities consists of conducting Community Resources Workshops designed to provide local educators, K-12, with a means of analyzing all community resources, of learning more about the world of work in their community, and of devising ways of bringing a more proper emphasis on the relationships between education and work to the classroom. The original plan for these workshops was to establish them in cooperation with a college or university in order to enable participants to receive university credit. Approximately fifty workshops involving college credit have been held in such states as Michigan, New Jersey, Ohio, New York, Indiana, and Washington. Most ran about six weeks.

As a result of its experiences, the NAIEC has produced two publications, one concerned with how to establish an industry-education council and the other with how to conduct a community resources workshop. Persons in career education can learn much from studying these two publications and will find them entirely consistent with the goals and objectives of career education.

Those interested in learning more about the NAIEC can do so by writing **Dr. Donald M. Clark, President, NATIONAL ASSOCIATION FOR INDUSTRY-EDUCATION COOPERATION, 235 Hendricks Boulevard, Buffalo, New York 14226.**

Chamber of Commerce of the U.S.A.

The national Chamber of Commerce of the U.S.A. has had career education as a top priority since 1971. During this time, the national Chamber has taken the leadership in bringing together a wide variety of agencies and organizations, both within and outside of formal education, to prepare by consensus a major policy statement on career education. The resulting publication, entitled *Career Education: What It is and Why We Need It*, appeared in 1975 and has received wide nationwide distribution and discussion.

In addition to promoting the concept of career education through such agencies and associations at the national level, the Chamber has also been active in supporting federal career education legislation. Were it not for the active support of the national Chamber, it is doubtful whether any federal career education legislation would exist now.

In 1973, the national Chamber sponsored and conducted a national career education conference in Washington, D. C., involving key decisionmakers from education and the business, labor, and industrial communities. Results of those conference proceedings, too, have received wide attention and distribution.

The most significant work of the national Chamber, however, has been its attempts to interest and involve local Chamber of Commerce organizations in community career education efforts. At the present time, approximately 100 such local Chambers across the nation are working actively to help implement career education in their communities.

As with many other national organizations, activities of local units of the Chamber are not under the direction or control of the national Chamber. Each local chamber, while receiving information and suggestions from the national Chamber, is free to develop its own initiatives. The actions of the national Chamber in endorsing and supporting career education can and should serve as a model for local use—provided local education officials want this to happen. At the local level, the Chamber cannot typically be expected to take the initiative. Given an invitation to participate in career education by top administrative officials in the school system, local Chamber of Commerce organizations in most communities can be expected to respond favorably.

The power and potential of the local Chamber of Commerce for supporting the career education concept and for taking a leadership role in assisting in its implementation as a collaborative community effort should be utilized whenever possible. For further information regarding activities of the Chamber of Commerce, write **CHAMBER OF COMMERCE OF THE U.S.A., Education and Manpower Development Committee, 1615 H Street, N.W., Washington, D. C. 20062.**

American Telephone and Telegraph Company

The American Telephone and Telegraph Company (A.T.&T.) has, for years, had an established policy of cooperating with school systems on a wide variety of educational endeavors. Currently, about 300 full-time A.T.&T. professional persons are assigned full-time to the job of educational relations. Located throughout the United States, they work with local A.T.&T. employees in helping them work cooperatively with school systems at the local level.

In recent years, A.T.&T. has become directly and deeply involved in career education through a variety of efforts. One such effort is a career awareness book, designed for use in elementary school reading, social studies, and language arts classes, entitled "Come Work With Us in a Telephone Company." At the secondary school level, another example illustrating careers in the telephone company is seen in a film entitled "A Career Is Calling."

Recently, A.T.&T. has made a concerted effort, at the secondary and postsecondary levels, to participate actively in the total career education effort. A large part of this has involved production of very high quality films, each of which is accompanied by a good discussion guide.

At the national corporate level, A.T.&T. has been among the leaders of major industry in seeking support for, and active participation in, career education. A part of this effort has been aimed at encouraging local career education practitioners to extend their scope of contacts with representatives from the business, labor, and industrial communities beyond their local telephone company.

General Motors Corporation (GM)

In 1975, General Motors Corporation took a major national leadership role in career education through adoption of a policy statement and a set of implementation guidelines for use at local GM plants throughout the nation. Because of the nature of this policy statement, and its obvious implications for similar actions on the part of other major national corporations, it is reproduced here in full:

General Motors and Career Education

> General Motors' support of quality education includes the concept of career education in United States schools and colleges. By joining in this educational movement, GM seeks to help guide students to becoming better citizens with increased self-awareness, improved decision-making capabilities and with better skills for work. This national career education effort should lead to more meaningful, worthwhile, satisfying careers for all American youth.
>
> General Motors intends to help schools and colleges, particularly those in GM plant city communities, meet their career education objectives by actively participating in a number of ways to include:
>
> - Providing classroom speakers and materials on specific careers and career areas.
>
> - Providing plant visits that emphasize people skills and work environment.

> - Cooperating with local school people in designing more realistic career curricula and teaching aids.
> - Cooperating in career orientation programs for counselors, teachers and administrators.
> - Serving on industry-education advisory councils and coordinating GM's involvement with state and national organizations supporting the career education effort.
>
> General Motors joins with other businesses, organized labor, community organizations, parents and educators in this effort to make preparation for an individual's life work a major goal of American education at all levels.

General Motors has expressed interest in helping other corporations interested in formulating career education policy statements and has employed professional staff members who are interested in furthering, and qualified to further, both the conceptualization and the implementation of career education. Persons interested in taking advantage of this expertise can do so by writing **GENERAL MOTORS CORPORATION, Educational Relations, General Motors Building, 3044 West Grand Boulevard, Detroit, Michigan 48202.**

General Electric Company (GE)

The General Electric Company has been actively involved in career education related activities for almost twenty years. It continues to be a prime example for other large industries concerned about helping youth understand and capitalize on relationships between education and work.

In 1959, GE initiated its summer guidance program designed to help high school counselors learn more about the world of work and, as a result, provide better career guidance to students. This program, designed as a six-week summer experience, is conducted under arrangements with various universities under which counselors receive graduate credit for successful participation. It differs from the NAB guidance institutes described earlier primarily in that, under the GE plan, counselors study various occupations within a given GE plant in depth, including relationships among them, rather than getting an overview of a wider number of occupations in a variety of industrial settings. In recent years, as with the NAB effort, teams—consisting of a counselor, a teacher, and an administrator for a single high school—have been selected for Institute attendance (rather than limiting attendance to counselors alone). This change has resulted in increased attention to implications for changes in teaching as well as in career guidance—thus making attendance at an Institute truly a "career education" rather than simply a "career guidance" experience. These Institutes include "shadow experiences" in GE plants where individual Institute members are assigned to one GE worker. By including labor union members as well as management officials, GE feels great benefits have resulted.

The GE Company also operates, through many of its local plants, the Program To Increase Minority Engineering Graduates (PIMEG)—a systematic effort to acquaint minority high school youth with opportunities in engineering. It has resulted in a four-fold increase in just three years in the numbers of minority persons enrolling in colleges of engineering.

The GE Company is heavily involved in a communication program that produces career guidance material directly for high school age youth. In addition to a series of very attractive and well-done booklets carrying such titles as "Planning Your Career" and "So You Want To Go to Work," the program also includes a series of posters, appearing as ads in student publications, designed to help youth relate their hobbies and interests to various possible career choices.

Finally, GE has produced a "hands-on" career exploration display, transported in a van, for students with interests in engineering, entitled "Expo-Tech."

Each of these GE programs holds great potential for those interested in the implementation of career education. Those persons wishing to learn more about GE's involvement should write to **GENERAL ELECTRIC COMPANY, Corporate Education Relations, 3135 Easton Turnpike, Fairfield, Connecticut 06431.**

On the Horizon: Emerging National Community Resources for Career Education

The major national community resources for career education, described above in some detail, represent, hopefully, only a relatively small portion of those that will soon become available in communities throughout the nation. Here, examples of emerging national efforts, each with great potential, will be identified. It is hoped that these—and many more—will soon have active local collaborative involvement in the total community career education effort.

The *National Council of Churches*, with its local counterparts everywhere, represents one such emerging effort. In 1975, this group began exploring the topic "Career Education and the Churches"—with particular interest in personal values questions posed by career education and its humanistic definition of the word *work*. One outgrowth of this program has been the establishment of a National Center on Christian Studies in Education and Work. Activities have, initially, been limited to obtaining consultant help from recognized national leaders in career guidance and counseling.

The *American Legion* adopted a major policy endorsing career education in 1976. Plans are now underway to convert this policy into a set of suggestions for local legion posts—including the Legion Auxiliary. The goals of the American Legion and the American Legion Auxiliary are similar in many ways to the goals of career education with respect to youth programs. Local Legion posts, located in almost every community, have members vitally interested in the future—including the career future—of this nation's youth. They represent a very powerful potential resource for career education.

In the last few years, the *Comprehensive Employment and Training Act (CETA)* has established local programs aimed at helping disadvantaged persons prepare for, and find, employment. CETA provisions are present for helping disadvantaged junior and senior high school youth in their career preparation. CETA prime sponsors must, of necessity, maintain close relationships with educational officials and with the local business, labor, and industrial communities. Local CETA Advisory Councils are similar, in composition, in many ways to those envisioned under the concept of a Community Career Education Action Council. Local educators interested in implementing career education have already utilized CETA as a valuable resource in such communities as Prince Georges County, Maryland, and Dade County, Florida. Nationwide, however, much remains to be done in building close and effective working relationships between CETA and school-based career education efforts at the local level. CETA represents a viable and valuable resource for the implementation of career education. It is one that should be used. CETA is administered by the U.S. Department of Labor.

Beginning attempts have been made to involve *organized labor* in career education. Career education policy statements have already been passed by both the United Autoworkers and by the United Rubber, Plastic and Linoleum Workers of America—two very important national labor unions. In terms of a truly *national* effort, it is unfortunate that membership in these two unions tends to be centered in only particular sections of the country. Yet, the examples they have set could be utilized by other major labor unions across the Nation, and, if this is done, the potential for career education would be tremendous. If organized labor is to become the kind of valuable career education resource it should, it will be essential to involve representatives from organized labor in the early stages of operation for Community Career

Education Action Councils. Organized labor has a real interest and stake in the goals of career education, but it rightfully resists the notion of being brought into the picture "after the fact." Local career education efforts should seek active involvement of organized labor NOW.

The *All Volunteer Armed Forces* represent yet another powerful potential community resource for the implementation of career education. Both the Navy and the Army now employ a number of professional education specialists who relate with professional educators with respect to educational and occupational opportunities in the all volunteer armed forces. Since both education *and* work are found in the all volunteer armed forces, this segment of society should surely be given careful consideration by youth trying to solve problems with the transition from school to work. The education specialists of the all volunteer armed forces could very well become "Career Education Resource Persons" serving educators in local communities. The total career education concept cannot be implemented unless efforts are made to involve the all volunteer armed forces.

Recently, the *New York Life Insurance Company* has launched a new national effort aimed at producing both films and printed materials for use in helping high school and college students in the career decisionmaking process. This is but one of many possible examples of how large national organizations, with local representatives in almost every community, could conceivably combine a national career education campaign with strong urging of their local representatives to become involved in career education at the community level.

For several years, the *Joint Council on Economic Education* has promoted the World of Work Economic Education (WOWEE) program in school systems throughout the nation. This is a systematic attempt to infuse basic economics into the curriculum of elementary and secondary schools. WOWEE participants in many sections of the country have, on their own, expanded their efforts to encompass a more comprehensive career education approach.

The *Women's American Organization for Rehabilitation and Training (ORT)* has, as part of an international association of Jewish women volunteers, promoted the need for, and the provision of, high quality vocational education. In the last few years, local ORT groups, in many communities, have provided a very effective leadership role in promoting the concept of career education and in drawing together other significant community resources to assist in this effort. ORT's contributions to career education have already been significant and seem likely to be even more so in the years just ahead. It is a most valuable resource indeed for career education practitioners.

Examples of Use of Local Community Resources for Career Education

In the long run, local, not national, efforts will determine the effectiveness of implementation of career education. No national effort, regardless of how well it is organized or financed, can assure that help will, in fact, accrue to a given youth. It is only at the local level that this can occur. When one considers that local communities vary widely in terms of career education resources, it is obvious that the pattern of operations will also vary greatly from community to community. It would not be possible, nor should it be necessary, to attempt to summarize the wide variety of ways in which local community resources are currently being utilized in career education. Instead, this section will present only a few examples of local actions that hold potential for adaptation by other local communities.

Education Resources Association—New Castle County, Delaware

It operates as a nonprofit organization charged with finding and utilizing both personnel and facilities in the business, labor, and industrial community for use in career education. In a one-year period, 175 business organizations signed up to participate under a "controlled use frequency" arrangement guaranteeing each that they will not be asked to participate to any greater extent than they indicate is desirable and possible.

Educational Resources Association has developed evaluation sheets for use by business personnel in evaluating both classroom and field trip experiences in which they are involved. A similar set of evaluation sheets has been developed for use by educators. In arranging for the use of people from labor, business, and industry as resource persons in the classroom, a system has been developed under which the business person meets with the teacher to make plans two weeks prior to the actual visit. A resource catalog has been prepared for teacher use listing the persons and the physical facilities available as community career education resources. In addition, two booklets have been developed—one entitled "Tips for Teachers on Using Community Resources" and the other "Tips for Community Speakers in the Classroom." Both booklets are widely used.

Under this system, the teacher makes contact with the community through the Educational Resources Association. In this way, indiscriminate school requests are avoided. The directory is coded so that the teacher does not know the name of the person or industry being requested. Instead, if the teacher can specify the kind of help needed, the Association can locate a person or facility appropriate for meeting that need at the desired time. The prime career education activities involved are (1) use of resource persons in the classroom and (2) field trips for students and educators.

Frisby Manufacturing Company—Elk Grove, Illinois

Mr. Tim Frisby operates with about 150 employees and, as one employer, has been actively engaged for some time in stimulating the implementation of career education in his community. Initial efforts were thwarted by an expressed lack of interest on the part of school officials. This project operated as a graduate level course after school hours and allowed teachers, with the help of twenty local firms, to visit plants, observe workers on the job, and then share their experiences in the classroom.

The initial resistance Mr. Frisby found among school administrators is not unusual, but it is becoming much less frequent as the career education movement gains momentum. The fact that, despite such initial resistance, positive initial career education steps were taken is an excellent example of what can happen when only *one* person from a given community becomes interested in, and involved with, career education. Imagine how many other "Tim Frisby's" must exist in the United States!

IPAR—Portland, Oregon

Several years ago, a group of concerned leaders of business, labor, and industry in Portland, Oregon, became concerned about what they regarded as a lack of understanding on the part of the high school students regarding the democratic form of government and the free enterprise system in which we operate. As a result, they formed the Institute for Public Affairs Relations (IPAR), aimed at finding ways in which key persons from business, labor, and industry could go into high schools and meet with high school students. IPAR employed an executive director and began operations as a nonprofit agency.

When the career education concept came on the scene, IPAR converted its activities into a comprehensive community career education effort. They now operate a central clearinghouse of community resources for career education available to teachers and counselors in the Greater Portland area. Their activities include the identification and utilization of community resource persons, field trips for students, and even a job placement operation. School officials are represented on the IPAR Advisory Board, but this was *not* something started by the schools. IPAR members today want "IPAR" to stand for "I PARTICIPATE"—and indeed they do! It is today a very well organized and effective organization for use of community resources in career education. Many other communities could learn much from the IPAR experience.

Jacksonville, Florida

A different way to involve the community in career education can be found in Jacksonville, Florida. School personnel launched the program, but they quickly discovered that members of the business, labor, and industrial communities were interested in career education and willing to help. Willingness was translated into action so successfully that in spring 1976 Jacksonville held a "Community Career Education Appreciated Night" in the auditorium of the First National Bank of Jacksonville. There, before several hundred persons from schools, businesses, labor unions, and industries, Jacksonville held its own "Emmy Awards" show. For each of the fifteen occupational clusters of the U.S. Office of Education, three people from the community were nominated to receive a plaque for their outstanding contribution to career education in Jacksonville. One person was then selected from each cluster to receive the award.

McCormick Spice Company—Baltimore, Maryland

In 1969, the McCormick Spice Company initiated efforts to work with one inner city school located close to its plant aimed at encouraging teachers to help pupils understand the relationship between education and work. Teachers requested that materials supplied by McCormick officials be organized for classroom presentations. As a result, the company employed three professional writers, brought them into its plant for a week to study occupations, and then asked them to write a series of learning packages for use in junior high school social studies. At present, forty such learning packages can be used on a group or individualized basis.

Taken as a whole, they can be used as a total curriculum for eighth grade social studies. At present, they are sometimes used this way with personnel from the McCormick Spice Company coming in as resource persons when needed.

A second effort of the company involved arranging plant tours for secondary school students. During such tours, students are assigned to employees on a "one on one" basis with the employee actually conducting the tour for the individual student. This procedure has helped many students establish contacts with adult employed workers who can be used as resources for help in various kinds of decisions—including career decisions—faced by the student. The McCormick Spice Company is convinced that this procedure has helped both students and its own employees recognize and appreciate their own worth and the value of work.

In Retrospect

The examples reported here serve as clear and convincing evidence that community resources for career education do exist and are being utilized in many ways and in many places. Viewed only as reports of programs and practices, they should serve as valuable suggestions for those interested in utilizing community resources in career education.

Source: Hoyt, Kenneth B. "Community Resources for Career Education." *Occupational Outlook Quarterly*, Summer 1977, pages 10-21.

Source: National Institute of Education. *Report on Commissioner's National Conference on Career Education*. Washington, D. C.: 1977.

Pages 277-286 of the above document list conference speakers on "Career Education Community Resources." That list of speakers is included in this resource document under the heading "National: People." The list notes the following businesses and organizations in addition to several identified in the preceding article:

American Federation of Labor, Congress of Industrial Organizations
American Federation of Musicians
American General Life Insurance Company
Bell Telephone System
B'nai B'rith Career Counseling Service
Champion Spark Plugs Company
Firestone Company
General Mills
Georgia-Pacific Corp.
Husky Oil Company
John Hancock Mutual Life Insurance Company
Mobil Oil Company
Montgomery Ward
National Association of Life Underwriters
National School Volunteer Program, Inc.
New York Life Insurance Company
New York Times
Rockwell International
Texas Midcontinental Oil and Gas Association
United Auto Workers
United Federation of Teachers

The Chamber of Commerce of the United States has published a booklet, *Career Education, What It Is and Why We Need It*, which includes a list of organizations collaborating with the Chamber to produce the booklet. From that list are noted below organizations not mentioned elsewhere in this resource document:

Association of Community College Trustees
955 L'Enfant Plaza, S. W.
Washington, D. C.

Bricklayers, Masons and Plasters International Union of America
815 15th Street, N. W.
Washington, D. C.

Council of Chief State School Officers
1201 16th Street, N. W.
Washington, D. C.

General Federation of Women's Clubs
1734 N Street N. W.
Washington, D. C.

National Association for the Advancement of Colored People
1790 Broadway
New York, New York

National Congress of Parents and Teachers
700 N. Rush Street
Chicago, Illinois

National Institute of Education
U.S. Department of Health, Education, and Welfare
1200 19th Street, N. W.
Washington, D. C.

National Manpower Institute
1211 Connecticut Avenue, N. W.
Washington, D. C.

National Organization for Women
5 S. Wabash Avenue
Chicago, Illinois

National School Boards Association
State National Bank Plaza
Evanston, Illinois

National Urban League
55 E. 52nd Street
New York, New York

Office of Education
U.S. Department of Health, Education, and Welfare
7th and D Streets, S. W.
Washington, D. C.

Vocational Industrial Clubs of America
105 N. Virginia Avenue
Falls Church, Virginia

GOVERNMENT ORGANIZATIONS

Among the organizational resources available in career education are governmental organizations.

Federal Organizations

The principal federal organizations having responsibilities for career education are the U.S. Office of Education and the National Institute of Education, both of which operate within the U.S. Department of Health, Education, and Welfare. The citations which follow include key offices and divisions (with administrators and addresses) in the field of career education.

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Secretary of Health, Education, and Welfare: David Matthews
    330 Independence Avenue, S.W., Washington, D. C. 20201
    Phone: (202) 655-4000
Assistant Secretary for Education: Virginia Y. Trotter

U.S. OFFICE OF EDUCATION
Commissioner of Education: T.H. Bell
Special Projects Staff Director: James Moore (acting)
    Office of Career Education: Kenneth Hoyt
        Room 3100, Regional Office Building, 7th and D Streets, S.W.
        Washington, D. C. 20201
        Phone: (202) 245-2284
Deputy Commissioner for Management: Edward T. York, Jr.
Deputy Commissioner for Planning: John W. Evans (acting)
Deputy Commissioner for Indian Education: William G. Demmert
Deputy Commissioner for Schools: Robert R. Wheeler (acting)
Deputy Commissioner for Postsecondary Education: John D. Phillips (acting)
Deputy Commissioner for Occupational and Adult Education: William F. Pierce
    Associate Commissioner for Adult Vocational, Technical, and Manpower
        Education: Charles H. Buzzell
    Division of Research and Demonstration Director: Howard F. Hjelm
        Room 5042, Regional Office Building, 7th and D Streets, S.W.,
        Washington, D. C. 20201
        Phone: (202) 245-9634
        Research Branch Chief: Glenn C. Boerrigter
        Curriculum Development Branch Chief: Mary V. Marks
        Demonstration Branch Chief: Lawrence Braaten

NATIONAL INSTITUTE OF EDUCATION
Director: Harold L. Hodgkinson
    Room 722, Brown Building, 1200 19th Street, N.W., Washington, D. C. 20208
    Phone: (202) 254-5740

Associate Director for Planning, Budget, and Program Analysis: John C. Christensen
Associate Director for Administration and Management: Ernest Russell
Associate Director for Dissemination and Resources: Senta Raizen
    Room 707, Brown Building, 1200 19th Street, N.W., Washington, D. C. 20208
    Phone: (202) 254-5040
    Chief School Practice and Service Division: Charles L. Hutchins
    Chief Information and Communication Systems Division: Thomas D. Clemons
    Chief P and D System Support Division: Ward S. Mason

Associate Director for Finance and Productivity: Arthur S. Melmed
Associate Director for Basic Skills: Andrew C. Porter (acting)
Associate Director for School Capacity for Problem-Solving: Marc S. Tucker
Associate Director for Education and Work: Corinne H. Rieder
    Room 600, Brown Building, 1200 19th Street, N.W., Washington, D. C. 20208
    Phone: (202) 254-5310

Assistant Director: Lois-ellin Datta
Chief Career Awareness Division: Robert Wise
Chief Career Exploration Division: David Hampson
Chief Career Preparation Division: Lois-ellin Datta (acting)
Chief Education and Career Access Division: Ella Kelly (acting)
Associate Director for Educational Equity: Ernest Russell (acting)

INFORMATION SYSTEMS

Among the organizational resources available in career education are information systems. The citations which follow include name, publisher, address, sponsor, frequency, and cost for the principal information systems in career education.

Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM)

Published by: The Center for Vocational Education, The Ohio State University, 1960 Kenny Road, Columbus, Ohio 43210

Sponsored by: Bureau of Occupational and Adult Education, U. S. Office of Education

Frequency: Published bimonthly with an annual subject and author index

Cost: $34.00 per year, including annual index

Note: Beginning with volume 8, number 5, many AIM/ARM documents are available individually in microfiche and/or hard copy from the ERIC Document Reproduction Service, P.O. Box 190, Arlington, Virginia 22210. Cross-reference lists of order numbers are supplied in later issues of AIM/ARM.

Documents not available individually are available as microfiche sets. They are also available from the ERIC Document Reproduction Service. Order numbers and prices are listed in the back of AIM/ARM volumes.

Business Periodicals Index

Published by: H. W. Wilson Company, 950 University Avenue, Bronx, New York 10452

Frequency: Annual (August to July)

Cost: Sold as institutional subscription with rates depending upon the periodical holdings of the institution. Subscribers vote to select the periodicals to be indexed.

Note: Subjects covered are accounting, advertising and public relations, automation, banking, communications, economics, finance and investments, insurance, labor, management, marketing, taxation, and specific businesses, industries, and trades.

Career education topics can be found under subject headings such as job analysis, occupations, vocational guidance, and vocational education.

Current Index to Journals in Education (CIJE)

Published by: Macmillan Information. A Division of Macmillan Publishing Company, Inc., 866 Third Avenue, New York, New York 10022

Sponsored by: Educational Resources Information Center (ERIC), National Institute of Education, U.S. Department of Health, Education, and Welfare

Frequency: Monthly, with two semi-annual cumulations

Cost: $50.00 per year; $40.00 semi-annual cumulative indexes

Note: The ERIC data base, including CIJE and *Resources in Education* (RIE), is available on magnetic tape in a variety of formats from Operations Research, Inc., 4833 Rugby Avenue, Suite 303, Bethesda, Maryland 20014.

The Thesaurus of ERIC Descriptors, an essential tool for users of CIJE, is available from Macmillan Information, 216R Brown Street, Riverside, New Jersey 08075, for $6.95.

Computer searches of the ERIC data base on topics in career education are available through the ERIC Clearinghouse in Career Education, 204 Gabel Hall, Northern Illinois University, Dekalb, Illinois 60115, for $5.00. Citations for an unlimited number of items and abstracts for seventy-five CIJE items and seventy-five RIE items are generated. Allow three weeks delivery.

Dissertation Abstracts International

Published by: Xerox University Microfilms, 300 North Zeeb Road, Ann Arbor, Michigan 48106

Frequency: Monthly in two sections, cumulative annual author indexes

Cost: Section A (Humanities) and Section B (Sciences), and cumulative author index, $175.00 per year; Section A only OR Section B only, with cumulative author index, $105.00.

Note: Compiled of abstracts of doctoral dissertations from more than 350 cooperating institutions in the United States and Canada. Copies of dissertations are available in microfilm or Xerographic reproduction. Order from Xerox University Microfilms, Dissertation Copies, P.O. Box 1764, Ann Arbor, Michigan 48106.

Datrix II, a computerized information retrieval system using keywords, generates bibliographic citations arranged chronologically from the Dissertation Abstracts data base. Costs average $.10 per title.

Educational Index

Published by: H. W. Wilson Co., 950 University Avenue, Bronx, New York 10452

Frequency: Monthly except July and August, with an annual cumulative index

Cost: $26.00 per year, including index; subscribers belong to cooperative indexing service and vote to select titles for indexing

Government Reports Announcement and Index

Published by: National Technical Information Service, U.S. Department of Commerce, 5285 Port Royal Road, Springfield, Virginia 22161

Frequency: Every two weeks

Cost: $125.00 per year

Note: A central source for the sale of government-sponsored research, development, and engineering reports. Products available as paper copy or microfiche.

SRIM (Selected Research in Microfiche) is a standing order service customized to highly selective fields of interest which provides full texts of reports.

The NTIS Bibliographic Data File on magnetic tape is available for lease.

Weekly Government Abstracts (WGA) comprise weekly newsletters in twenty-four categories. Abstracts appear within two to three weeks of their issuance.

Manpower Research and Development Projects

Published by: Manpower Administration, Office of Manpower Research and Development, U.S. Department of Labor, Washington, D. C. 20213

Frequency: Annual

Note: The book lists projects completed during the fiscal year. Arrangements have been made for sale of the reports through National Technical Information Service, Springfield, Virginia 22151; Government Printing Office, Washington, D. C. 20402; or the Manpower Administration, Washington, D. C. 20213. Copies of the full reports are available for inspection in the Manpower Administration's Office of Manpower Research and Development.

Psychological Abstracts

Published by: American Psychological Association, Inc., 1200 Seventeenth Street, N.W., Washington, D. C. 20036

Frequency: Monthly, with two bound index volumes per year

Cost: $190.00 per year, including indexes

Note: Psychological abstracts since 1967 are available on machine-readable tapes which provide the basis for an automated search and retrieval service known as PAIS (Psychological Abstracts Information Service).

PASAR (Psychological Abstracts Search and Retrieval) provides the individual researcher with information on a particular topic as published in *Psychological Abstracts* since 1967.

PATELL (Psychological Abstracts Tape Edition in Lease or License) provides computer tapes of all *Psychological Abstracts* records since 1967 for use on the institution's computer.

PADAT (Psychological Abstracts Direct Access Terminal) provides information across many data bases through hookup with several national and international information retrieval services.

Resources in Education (RIE)

Published by: Educational Resources Information Center (ERIC), National Institute of Education, U.S. Department of Health, Education, and Welfare (Order from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402)

Frequency: Monthly with two semi-annual cumulations sold separately

Cost: $42.70 per year; $3.60 single copy; $9.00 semi-annual index

Note: All documents cited, except as noted, are available from the ERIC Document Reproduction Service, P.O. Box 190, Arlington, Virginia 22210. Prices are based upon page count and may be computed using the price schedule in the front of each issue.

The ERIC data base (including RIE and *Current Index to Journals in Education*) is available on magnetic tape in a variety of formats from Operations Research, Inc., 4833 Rugby Avenue, Suite 303, Bethesda, Maryland 20014.

The Thesaurus of ERIC Descriptors, an essential tool for users of RIE, is available from Macmillan Information, 216R Brown Street, Riverside, New Jersey 08075, for $6.95.

Computer searches of the ERIC data base on topics in career education are available through the ERIC Clearinghouse in Career Education, 204 Gabel Hall, Northern Illinois University, DeKalb, Illinois 60115, for $5.00. Citations for an unlimited number of items and abstracts for up to seventy-five RIE items and seventy-five CIJE items are generated. Allow three weeks delivery.

Sociological Abstracts

Published by: Sociological Abstracts, Inc., P.O. Box 22206, San Diego, California 92122

Co-sponsors: American Sociological Association; Eastern Sociological Association; International Sociological Association; Midwest Sociological Society

Frequency: Five issues per year (April, June, August, October, and December)

Cost: $120.00 per year; $30.00 single issue; $36.00 cumulative annual index

State Education Journal Index

Published by: L. Stanley Ratliff, P.O. Box 244, Westminster, Colorado 80030

Frequency: Semi-annually (February and July)

Cost: $45.00 per year

T and D Publications (formerly **CIRF Abstracts**)

Published by: International Labour Office, CH–1211, Geneva 22, Switzerland

Frequency: Bimonthly

Cost: $10.00 per year

Note: Looseleaf mailers consist of a "news in brief" section and sections of lengthy abstracts in English, drawn from international sources.

Source: National Institute of Education. *Key Resources in Career Education: An Annotated Guide*. Washington, D. C.: 1976.

Additional information sources are:

Eureka Career Education Information System (computerized)
Mr. Jim Stubblefield
Diablo Valley College
321 Golf Club Road
Pleasant Hill, California 94523
Phone: (415) 685-1230

Oregon Career Information System (computerized)
Dr. Bruce McKinlay
247 Hendricks Hall
University of Oregon
Eugene, Oregon
Phone: (503) 686-3872

NIU Computer Search in Career Education
Northern Illinois University
DeKalb, Illinois

Schreiber, Marilyn; Tiedeman, David V.; and Wessell, Tyrus. *Key Resources in Career Education: An Annotated Directory*. Dekalb, Illinois; ERIC Clearinghouse in Career Education, 1976.

AIR Career Education Project
American Institutes for Research
P.O. Box 1113
Palo Alto, California 94302

Educational Products Information Exchange (EPIE)
EPIE Institute
463 West Street
New York, New York 10014

National Cooperative for Career Education
University of Montana
Missoula, Montana 59801

JOURNALS AND NEWSLETTERS

Among the organizational resources available in career education are journals and newsletters. Citations include name, address, editor, frequency, cost, start date, and any affiliations of the principal journals and newsletters in career education.

ACES Newsletter
332 Tappan Street
Brookline, Massachusetts 02146

Editor: Louise Thompson
Frequency: Quarterly
Cost: Free to members
Began: 1971
Affiliation: Association of Counselor Educators and Supervisors

ACTivity News
P. O. Box 168
Iowa City, Iowa 52240

Editor: Bob Elliot
Frequency: Four per school year
Cost: Free
Began: 1967
Affiliation: American College Testing Program

ACTIVE News
P. O. Box 1886
Austin, Texas 78767

Editor: Will Reece
Frequency: Monthly
Cost: Free
Began: 1970
Affiliation: Advisory Council for Technical Vocational Education in Texas

AIR Career Education News
P. O. Box 1113
Palo Alto, California 94302

Frequency: Several per year
Cost: Free
Began: 1973
Affiliation: American Institutes for Research

American Education
U.S. Office of Education
400 Maryland Avenue, S.W.
Washington, D. C. 20202

Editor: William A. Horn
Frequency: Monthly, combined January/February, and August/September
Cost: $13.50
Began: 1960
Affiliation: U.S. Department of Health, Education and Welfare

American Vocational Journal
1510 H Street, N.W.
Washington, D. C. 20005

Editor: Harry H. Cutler
Frequency: Monthly, September–May
Cost: $8.00 per year
Began: 1925
Affiliation: American Vocational Association

APA Monitor
1200 17th Street, N.W.
Washington, D. C. 20036

Editor: Sharland Trotter
Frequency: Monthly, combines September/October
Cost: $5.00 per year
Began: 1970
Affiliation: American Psychological Association

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ASTD National Report for Training and Development
P. O. Box 5307
Madison, Wisconsin 53705

Editor: Robert L. Craig
Frequency: Biweekly
Cost: $35.00 per year
Began: 1975
Affiliation: American Society for Training and Development, Inc.

ATEA Newsletter
North Dakota State School of Science
Wahpeton, North Dakota 58075

Editor: Odin Statrud
Frequency: Bimonthly
Cost: $7.50 to members
Began: 1928
Affiliation: American Technical Education Association

AVA Membergram
1510 H Street, N.W.
Washington, D. C. 20005

Editor: Dean Griffin
Frequency: Quarterly
Cost: Free to members
Began: 1970
Affiliation: American Vocational Association

CACO (Clusters Approach to Career Orientation)*Newsletter*
2nd Floor, Price House
Virginia Polytechnic Institute and State University
Blacksburg, Virginia 24061

Editor: Shirley Gerken
Frequency: Quarterly
Began: 1974
Cost: Free
Affiliation: VPI and SU with Virginia Department of Education

CADRE (Career, Achievement, Development, Responsibility, Exploration)
Kennedy Center
734 Schuylkill Avenue
Philadelphia, Pennsylvania 19146

Editor: Phyllis Rieger
Frequency: Seven per year
Cost: Free
Began: 1974
Affiliation: School District Philadelphia

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Canadian Vocational Journal
Suite 608, 251 Bank Street
Ottawa, Ontario K2P 1X3, Canada

Editor: Peter Findlay
Frequency: Quarterly
Cost: $4.00 per year
Began: 1965
Affiliation: Canadian Vocational Association

Career Action
Iowa Career Education Advisory Council
1209 E. Court, Room 304
Executive Hills
Des Moines, Iowa 50319

Editor: Mary Ann Riley
Frequency: Four-seven per year
Cost: Free
Began: 1974
Affiliation: Iowa Career Education Advisory Council

Career Development News
Toledo Public Schools
Manhattan and Elm
Toledo, Ohio 43611

Editor: Mrs. Jama Roman
Frequency: Bimonthly
Cost: Free
Began: 1973
Affiliation: Career Development Program, Toledo Public Schools

Career Digest
1201–1209 S. Greenlawn
South Bend, Indiana 46615

Editor: Marce B. Zawoysky
Frequency: Monthly
Cost: Free
Began: 1970
Affiliation: Indiana Career Resource Center

Career Education Digest
3303 Harbor Boulevard, Suite H6
Costa Mesa, California 92626

Editor: Wiley Westerfield
Frequency: Six per year
Cost: $7.50 per year
Began: 1973
Affiliation: Educational Properties, Inc.

Career Education Exchange
Akron Public Schools
65 Stiener Avenue
Akron, Ohio 44301

Editor: Diane Greene
Frequency: Monthly
Cost: Free
Began: 1972
Affiliation: Arkon Career Education Programs

Career Education in Action
815 N. Ella Street
Orrville, Ohio 44667

Editor: Howard E. Wade
Frequency: Quarterly
Cost: Free
Affiliation: Orrville City Schools

Career Education News
230 W. Monroe Street
Chicago, Illinois 60606

Editor: Elaine Falk Katz
Frequency: Twice monthly except one in July and August
Cost: $50.00 per year
Began: 1972
Affiliation: McGraw-Hill Institutional Publications

Career Education Newsletter
P. O. Box 269
Covina, California 91723

Editor: Mrs. Marty Evans
Frequency: Monthly during school year
Cost: $2.00 per year
Began: 1973
Affiliation: Covina—Valley Unified School District

Career Education Newsletter
601 N. Colorado Avenue
Haxton, Colorado 80731

Editor: Al Renzelman
Frequency: Monthly
Cost: Free to Coloradans; $1.00 others
Began: 1973
Affiliation: N.E. Colorado Board of Cooperative Educational Services

Career Education Newsletter
State Fair Community College
1900 Clarendon Road
Sedalia, Missouri 65301

Editor: James L. Navara
Frequency: Monthly
Cost: Free
Began: 1973
Affiliation: State Fair Community College

Career Education Newsletter
Cashmere, Pshastin–Dryden
Cashmere, Washington 98815

Editor: Bernadette Griffith
Frequency: Six during school year
Cost: Free
Began: 1972
Affiliation: Career Education Project

Career Education Workshop
Parker Publishing Company, Inc.
West Nyack, New York 10994

Editor: Muriel Schocbrun Karlin
Frequency: Monthly except July and August
Cost: $36.00 per year
Began: 1975
Affiliation: Parker Publishing Company

Career World
501 Lake Forest Avenue
Highwood, Illinois 60040

Editor: Whayne Dilehay
Frequency: Monthly September–May
Cost: $7.00 per year (discounts for multiple copies)
Began: 1972
Affiliation: Bernard Berkin

Careerism Newsletter
Box 3660
Rochester, New York 14609

Editor: R. A. Fowler
Frequency: Thirty per year
Cost: $30.00 per year
Began: 1971
Affiliation: WWWWW/Information Services, Inc.

Center Critiques
Curriculum Management Center
Illinois Office of Education
100 North First Street
Springfield, Illinois 62777

Editor: Rebecca Douglass
Frequency: Quarterly
Cost: Free
Began: 1973
Affiliation: Illinois Department of Adult, Vocational, and Technical Education

Centergram
Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

Editor: Wayne E. Schroeder
Frequency: Monthly
Cost: Free
Began: 1966
Affiliation: The Center for Vocational Education

CEPAL Newsletter
P. O. Box 970
Cortez, Colorado 81321

Editor: Dan Petro
Frequency: Monthly
Cost: Free
Began: 1975
Affiliation: San Juan Basin Area V–T School

CE–VIEW Newsletter
University of South Dakota/Springfield
Springfield, South Dakota 57062

Editors: Bill Anderson and Carl Ritenour
Frequency: Quarterly
Cost: Free
Began: 1974
Affiliation: Division of Vocational Education

Community and Junior College Journal
American Association of Community and Junior Colleges
One Dupont Circle, Suite 410
Washington, D. C. 20036

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Editor: William A. Harper
Frequency: Eight per year
Cost: $7.00 per year
Began: 1930
Affiliation: American Association of Community and Junior Colleges

Counseling and Human Development Newsletter
315 Social Science Building
Pennsylvania State University
University Park, Pennsylvania 16802

Editor: John J. Horan
Frequency: Two—three per year
Cost: Free to members
Began: 1973
Affiliation: Division E, American Educational Research Association

Counselor Education and Supervision
Association for Counselor Education and Supervision
1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009

Editor: Chris D. Kehas
Frequency: Quarterly
Cost: $4.50 members; $6.50 non-members
Affiliation: American Personnel and Guidance Association

Counselor's Information Service
B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue, N.W.
Washington, D. C. 20036

Editor: S. Norman Feingold
Frequency: Quarterly
Cost: $9.00 per year
Began: 1945
Affiliation: B'nai B'rith Career and Counseling Services

CVA Communique
Suite 608, 251 Bank Street
Ottawa, Ontario K2P 1X3, Canada

Editor: Peter Findlay
Frequency: Quarterly
Cost: Free to members
Began: 1965
Affiliation: Canadian Vocational Association

Directions
Vermont Department of Education
State Office Building
Montpelier, Vermont 05602

Editors: Career education coordinators
Frequency: Six per year
Cost: Free
Began: 1972
Affiliation: State Department of Education

EEO Report
IFM Building
Old Saybrook, Connecticut 06475

Editor: In-house
Frequency: Monthly
Cost: $48.00 per year
Affiliation: Institute for Management

Elementary School Guidance and Counseling
1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009

Editor: Robert D. Myrick
Frequency: Quarterly
Cost: $6.00 to members; $8.00 to non-members
Began: 1966
Affiliation: American School Counselor Association

The Exchange
237 Wolcott Street
Bristol, Connecticut 06010

Editor: Robert J. Edmondson
Frequency: Twice a month
Cost: Free
Began: 1973
Affiliation: Bristol Career Education Center

EXPO
P. O. Box 545
Newton, Kansas 67114

Editor: Mary Kosier
Frequency: Quarterly
Cost: Free within Kansas
Began: 1974
Affiliation: Central Kansas Area Vocational School

Florida Vocational Journal
Career Education Center
Florida State University
Room 611 Johnston Building
415 North Monroe
Tallahassee, Florida 32301

Editor: Suzanne Bachman
Frequency: Ten per year
Cost: $5.00
Began: 1975
Affiliation: State of Florida

Focus on Career Education
720 Santa Barbara Street
Santa Barbara, California 93101

Editor: Charles C. Brady
Frequency: Irregular
Cost: Free
Began: 1973
Affiliation: Santa Barbara High School District

The Generator
College of Education
University of Rochester
Rochester, New York 14627

Editor: William L. Boyd
Frequency: Three per year
Cost: Free to members
Began: 1970
Affiliation: Division G, American Educational Research Association

Guidepost
1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009

Editor: Alice Fins
Frequency: Biweekly
Cost: $10.00 per year
Began: 1960
Affiliation: American Personnel and Guidance Association

ICE (Implementing Career Education)
1517 South Theresa Avenue
St. Louis, Missouri 63104

Editor: Joseph Clark
Frequency: Quarterly
Cost: Free
Began: 1975
Affiliation: Career Education, St. Louis Public Schools

Illinois Career Education Journal
Division of Vocational and Technical Education
100 North First Street
Springfield, Illinois 62777

Editor: Rebecca S. Douglass
Frequency: Quarterly
Cost: Free
Began: 1944 (as Illinois Vocational Progress)
Affiliation: Illinois Office of Education

Industrial and Labor Relations Review
New York State School of Industrial and Labor Relations
Cornell University
Ithaca, New York 14853

Editor: David B. Lipsky
Frequency: Quarterly
Cost: $12.00 per year
Began: 1947
Affiliation: New York State School of Industrial and Labor Relations

Industry-Education Coordination and Career Education News
Board of Cooperative Educational Services
P. O. Box 1450
Upper Glenwood Road
Binghamton, New York 13902

Editor: Earle S. Spaar
Frequency: Monthly
Cost: Free
Began: 1973
Affiliation: B.O.C.E.S. Office of Industrial-Education Coordination

Inform
National Career Information Center
1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009

Editor: Francis E. Burtnett
Frequency: Monthly, except June and July.
Cost: $15.00 members; $25.00 non-members
Affiliation: American Personnel and Guidance Association

Inside Career Education
Springfield City Schools
49 E. College Avenue
Springfield, Ohio 45501

Editor: Alice Wolf
Frequency: Four-six per school year
Cost: Free
Began: 1972
Affiliation: Springfield Career Development Program

Journal of Career Education
102 Industrial Education Building
University of Missouri
Columbia, Missouri 65201

Editor: H. C. Kazanas
Frequency: Quarterly
Cost: $8.00 per year
Began: 1972
Affiliation: College of Education, University of Missouri

Journal of College Placement
P. O. Box 2263
Bethlehem, Pennsylvania 18001

Editor: Warren E. Kauffman
Frequency: Four per college year
Cost: $35.00 (includes another publication)
Began: 1941
Affiliation: College Placement Council

Journal of Non-White Concerns
1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009

Editor: Maggie D. Martin
Frequency: Quarterly
Cost: $10.00 per year
Affiliation: American Personnel and Guidance Association

Journal of Special Education
111 Fifth Avenue
New York, New York 10003

Editor: Lester Mann
Frequency: Quarterly
Cost: $18.50
Began: 1966
Affiliation: Grune & Stratton, Inc.

The Key to What's Happening in Career Education
Raleigh County Schools
105 Adair Street
Beckley, West Virginia 25801

Editor: Mary Louise Klaus
Frequency: Quarterly
Cost: Free
Began: 1974
Affiliation: Career Education, Raleigh County

Labour Education
International Labour Office
Worker's Education Branch
1211 Geneva 22, Switzerland

Editor: J. R. W. Whitehouse
Cost: Free
Began: 1964
Affiliation: International Labour Organization

Lafayette Career Education News
P. O. Box 2153
Lafayette, Louisiana 70502

Editor: Louisa H. Robinson
Frequency: Quarterly
Cost: Free
Began: 1973
Affiliation: Lafayette Parish School Board

Lo Que Pasa
Penasco Careers Education Process
Penasco Independent School District Four
Box 318
Penasco, New Mexico 87553

Editor: Paul Shelford, Jr.
Frequency: Monthly
Cost: Free
Began: 1974
Affiliation: Penasco Careers Education Process

Man/Society/Technology
1201 16th Street, N.W.
Washington, D. C. 20036

Editor: Esther Ann Goldring
Frequency: Eight per year
Cost: $9.00 per year
Began: 1942
Affiliation: American Industrial Arts Association

The Monitor
1201 16th Street, N.W.
Washington, D. C. 20036

Editor: Esther Ann Goldring
Frequency: Quarterly
Cost: $9.00 per year
Began: 1942
Affiliation: American Industrial Arts Association

Monthly Labor Review
441 G Street, N.W.
Washington, D. C. 20212

Editor: Enry Lowenstern
Frequency: Monthly
Cost: $22.36 per year
Began: 1915
Affiliation: Bureau of Labor Statistics

NATIE News Notes
P. O. Box 545
Falls Church, Virginia 22046

Editor: S. E. Baker
Frequency: Six per year
Cost: Free to members
Began: 1973
Affiliation: National Association for Trade and Industrial Education

National Model IV
P. O. [illegible]078
Glas[illegible]B, Montana 59231

Editor: [illegible] Lay
Frequency: Bimonthly
Cost: Free
Began: 1974
Affiliation: Mountain-Plains Education and Economic Development Program, Inc.

New Human Services Review
New Human Services Institute
184 Fifth Avenue
New York, New York 10010

Editor: Alan Gartner
Frequency: Bimonthly
Cost: $9.00 individuals; $15.00 institutions
Began: 1974
Affiliation: Behavioral Publications

NVGA Newsletter
1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009

Editor: Juliet V. Miller
Frequency: Four per year
Cost: Free to members
Affiliation: Bureau for Labor Statistics

Occupational Outlook Quarterly
Room 2028, GAO Building
Washington, D. C. 20212

Editor: Melvin C. Fountain
Frequency: Four per year
Cost: $5.40 per year
Began: 1957
Affiliation: Bureau for Labor Statistics

The Personnel and Guidance Journal
1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009

Editor: Derald Wing Sue
Frequency: Ten per year
Cost: $20.00 per year
Began: 1922
Affiliation: American Personnel and Guidance Association

Personnel Journal
1131 Olympic Boulevard
Santa Monica, California 90404

Editor: Lisa Hartzell
Frequency: Monthly
Cost: $16.00 per year
Began: 1921
Affiliation: The Personnel Journal, Inc.

Research Coordinating Unit Newsletter
New York State Education Department
Bureau of Occupational Education Research
Albany, New York 12234

Editor: Benita Stambler
Frequency: Monthly
Cost: Free to New York State educators
Began: 1969
Affiliation: Bureau of Occupational Education Research

SCENews (Somersworth Career Education)
Somersworth High School
Memorial Drive
Somersworth, New Hampshire 03878

Editor: Susan E. Klaiber
Frequency: Six-eight per school year
Cost: Free
Began: 1973
Affiliation: Somersworth Career Education

The School Counselor
1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009

Editor: Marguerite R. Carroll
Frequency: Five per year
Cost: $9.00 members; $12.50 non-members
Affiliation: American Personnel and Guidance Association

The School Guidance Worker
Guidance Centre
Faculty of Education, University of Toronto
1000 Yonge Street
Toronto, Ontario M4W 2K8, Canada

Editor: C. L. Bedal
Frequency: Six per year
Cost: $7.50 per year
Began: 1945
Affiliation: University of Toronto

Sociology of Work and Occupations
275 S. Beverly Drive
Beverly Hills, California 90212

Editor: Rue Bucher
Frequency: Quarterly
Cost: $12.00 individuals; $10.00 students; $20.00 institutions
Began: 1974
Affiliation: Sage Publications, Inc.

The Solution
Career Education Office and Resource Center
Hays USD No. 489
230 W. 11th
Hays, Kansas 67601

Editor: Ernie Honas
Frequency: Every six weeks September-May
Cost: Free
Began: 1974
Affiliation: Hays Unified School District No. 489

Spectrum '76
Guidance Centre
Faculty of Education, University of Toronto
1000 Yonge Street
Toronto, Ontario M4W 2K8, Canada

Editors: Daryl Cook, Nancy Davies, Muriel Peck
Frequency: Annual
Cost: $2.25
Began: 1972
Affiliation: University of Toronto

Technical Education News
1221 Avenue of the Americas
New York, New York 10020

Editor: Susan S. Schrumpf
Frequency: Four per school year
Cost: Free
Began: 1941
Affiliation: Gregg Division, McGraw-Hill Book Co.

The Third Dimension
Council Rock School District
Administrative Offices
Twining Ford Road
Richboro, Pennsylvania 19854

Editor: Katherine O. Ludes
Frequency: Quarterly during school year
Cost: Free
Affiliation: Council Rock School District

Training and Development Journal
P. O. Box 5307
Madison, Wisconsin 53705

Editor: Michael H. Cook
Frequency: Monthly
Cost: $20.00 per year
Began: 1947
Affiliation: American Society for Training and Development

Training Magazine
One Park Avenue
New York, New York 10016

Editor: Harold Littledale
Frequency: Monthly
Cost: $12.00 per year
Began: 1964
Affiliation: Ziff-Davis Publishing Company

Vocational Education Professional Development Communicator
P. O. Box 5096
North Carolina State University
Raleigh, North Carolina 27607

Editor: J.K. Coster
Frequency: Irregular
Cost: Free
Began: 1975
Affiliation: Center for Occupational Education

Vocational Guidance Quarterly
1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009

Editor: Daniel Sinick
Frequency: Quarterly
Cost: $10.00 per year
Began: 1952
Affiliation: National Vocational Guidance Association

WACOP Newsletter
6836 N. 58th Drive
Glendale, Arizona 85301

Editor: Ruth Catalano
Frequency: Three per year
Cost: Free
Began: 1971
Affiliation: Westside Area Career Occupation Project

Washington Counseletter
Chronicle Guidance Publications
Moravia, New York 13118

Editor: Joseph Barber
Frequency: Monthly, September-April
Cost: $11.00 per year
Began: 1962
Affiliation: Chronicle Guidance Publications, Inc.

Worklife
Room 10414
601 D Street, N.W.
Washington, D. C. 20213

Editor: Walter Wood
Frequency: Monthly
Cost: $15.30
Began: 1969
Affiliation: The Employment and Training Administration, U.S. Department of Labor

Source: National Institute of Education. *Key Resources in Career Education: An Annotated Guide.* Washington, D. C.: 1976.

Appendix A

FEDERAL
AGENCIES
FOR
CAREER
EDUCATION
SERVICES

January 1976

U. S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
David Mathews, Secretary
Virginia Y. Trotter, Assistant Secretary for Education

Office of Education
T. H. Bell, Commissioner

INTRODUCTION

One of the most promising and persistent aspects of career education is the involvement of the business-labor-industry-professional-government community in school efforts. While practitioners have devised many innovative ways to draw on local resources of this kind, resources of the federal government often seem too difficult to understand or use. This guide has been prepared to help make them a little closer and a little clearer.

Specifically, the guide has two major parts: (1) a set of descriptions of thirty-eight separate federal programs that offer various types of resources for career education; and (2) a series of indices to help the practitioner "get at" these programs and what they offer.

There are some important limitations to the guide, however. First, it does not promise to include all federal government programs that may be useful in career education. While we think the major programs are covered, there may well be others. This guide will have served an important purpose if it helps the user see the potential of a large variety of federal activities and encourages the user to go beyond those described to create her/his own resources. Second, the guide does not present detailed information on how to obtain funding from the programs described. In light of the often changing funding levels and priorities of these programs, it would be most helpful and least misleading if the practitioner seeks out this information for himself/herself. Finally, the guide suggests some, but by no means all, ways in which the described programs could be used. The section in each description entitled "Relationship to Career Education" is meant to be a stimulant to your own thinking, not an inclusive listing of what you can do. (It is also worth noting that many of the people in these programs may be unfamiliar with career education and with the potential of their resources for use in career education efforts.)

NOTE: The table of contents of this document is enclosed to provide the reader with an estimate of the value of this resource. A copy of the entire document is on file at the South Carolina State Department of Education, 906 Rutledge Building, 1429 Senate Street, Columbia, South Carolina 29201.

WHAT FEDERAL PROGRAMS CAN HELP?

The following agencies/programs might be helpful:

ACTION — Page

- National Student Volunteer Program (NSVP) . . . 1
- Retired Senior Volunteer Program (RSVP) . . . 2
- University Year for ACTION (UYA) . . . 3
- Youth Challenge Program (YCP) . . . 4

Civil Service Commission . . . 5

Department of Commerce

- Minority Business Enterprise Program . . . 6

Department of Defense . . . 7

Department of Health, Education, and Welfare

- Fund for the Improvement of Postsecondary Education (FIPSE) . . . 8
- National Institute of Education
  - Education and Work Program . . . 9
- Office of Education
  - Career Education Program . . . 10
  - Community Education Program . . . 11
  - Consumers' Education Program . . . 12
  - Cooperative Education Program (Higher Education) . . . 13
  - Curriculum Development Program . . . 14
  - Education for the Handicapped . . . 15
  - Educational Opportunity Centers (EOCs) . . . 16
  - Exemplary Projects in Vocational Education . . . 17
  - Program for Education of the Gifted and Talented . . . 18
  - Research Projects in Vocational Education . . . 19
  - Special Services for Disadvantaged Students in Institutions of Higher Education . . . 20
  - Talent Search . . . 21
  - Upward Bound . . . 22
  - Vocational Education Personnel Development . . . 23
  - Women's Educational Equity Program . . . 24

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Apprenticeship Outreach Program (AOP) 25
Apprenticeship Training 26
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Employment Service 28
Manpower and Employment Data 29
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Occupational Information System Grant Program 31
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Women's Special Employment Assistance 33

National Aeronautics and Space Administration 34

National Audiovisual Center 35

President's Committee on Employment of the Handicapped 36

Small Business Administration

Management Assistance to Small Businesses 37
Service Corps of Retired Executives/Active Corps of Executives (SCORE/ACE) 38

WHO IS CAREER EDUCATION FOR?

If your career education program serves:

Elementary and secondary students, see pages . . . . 1,2,4,5,6,7,9,10, 11,12,14,15,16,17, 18,19,20,21,22,24, 25,26,27,28,29,30, 31,32,33,34,35,36, 37,38.

Students enrolled in institutions of higher education, see pages . . . . 1,2,3,4,5,6,7,8, 9,10,11,12,13,14. 15,16,17,19,20,21, 24,27,28,29,30,31, 33,35,36,37,38.

Adults, see pages . . . . 1,9,10,11,12,19, 24,27,28,29,30,31, 33,35,36,37,38.

If your career education program serves:

Gifted and talented students, see pages . . . . 10,18.
Handicapped students, see pages . . . . 10,15,36.
Low income students, see pages . . . . 3,4,5,10,16,19, 20,21,22,27.
Minority students, see pages . . . . 6,10,19,25,37.

If your career education program is trying to reduce sex stereotyping in career choice, see pages . . . . 9,10,24,26,33.

If your career education program is training personnel to deliver career education, see pages . . . . : 7,9,10,15,19, 23,24.

DO YOU WANT RESOURCE PEOPLE?

Who are:	See pages . . .
High school students	1,4
College/university students	1,3,4
Business people	6,38
Aerospace scientists	34
Retired persons	2,38
Specialists in the needs of the handicapped	15,36
Familiar with the status of women in the world of work	24,33
Minority persons	6
Familiar with employability skills/job placement	28
Members of the armed services	7
Specialists in educational placement	16,20,21,22
Workers in/familiar with apprenticeable trades	25,26
Knowledgeable about careers in the Federal government	5
Familiar with job training programs	27

DO YOU WANT FREE STUFF?

If you want free:	See pages . . .
Aptitude testing	7
Films on loan	35
Information about jobs and rights of women	33
Data on job trends and workers	29
Help in starting a student volunteer program	1
Displays (on loan) on careers in aerospace science	34
Displays (on loan) on operating a minority business	6
Tours of military bases	7
Books on career education	10
Information on running a small business	37

(If you're willing to pay a little, most of the programs in this book can also provide additional assistance.)

DO YOU NEED $ $ $?

To operate components of:	See pages . . .
Elementary and secondary career education programs	4,9,10,11,12, 15,16,17,18,19, 20,21,22,23,24, 25,27,30.
Postsecondary career education programs	3,4,8,9,10,12, 13,16,19,20,21, 24,27,30.
Adult career education programs	9,10,11,12,19, 24,27,30.

WANT TO STRENGTHEN A PROGRAM COMPONENT?

If you are interested in:	See pages . . .
All volunteer armed forces and career education	7
Career awareness	6,7,9,10,11, 17,25,28,29,31, 34,35,37,38
Career clusters	14,17,35
Career counseling and guidance	5,6,7,8,9,10, 11,16,17,19,20, 21,25,26,27,28, 29,30,31,33,34, 35,36,38
Career education implementation	8,9,10,11,12, 15,17,19,25,27,30
Career exploration	1,4,5,9,10,13, 17,19,22,32,34, 35,37,38
Career information	8,9,10,11,16, 17,19,20,21,22, 25,26,27,28,29, 30,31,33,35,36, 37,38
Career placement	8,9,10,16,17, 19,20,21,22,25, 26,27,28,30,31
Career preparation	3,5,8,10,11, 13,17,19,25,27, 37,38
Community involvement	2,6,7,9,10,11, 17,19,34,36,37,38
Curriculum development	9,10,12,14,17
Equity/equality in career choice	9,10,24,26,33
In-service/pre-service training	7,9,10,15,19, 23,24
Work experience	3,4,5,6,9,10, 13,17,18,19,32

Appendix B

Career Education Terminology

The following terms are used to illustrate concepts and procedures related to career education. Each term has been defined operationally for use in career education programs, but there are other associated definitions with universal application. The proposal writer should use terminology that clarifies his exact intent to the reviewer; avoid vague words or references which could be open to several interpretations.

Abilities:	Physical, mental, or social aspects of one's total being which characterize his capacity to perform.
Advisory Committee:	A group of individuals utilized by the LEA for independent advice or policy formulation.
Affective Behavior:	An expression of one's personal values, attitudes, interests, and opinions.
Affective Domain:	A conceptual framework for organizing educational programs that deal with interests, values, attitudes, etc.
Behavioral Objective:	See "Performance Objective."
Career:	A sequence of choices which form a pattern throughout one's life and which represent aspects of the self concept.
Career Awareness:	A knowledge of occupations as they relate to the behavior, education and training, growth, rewards, and life-styles of persons in specific occupations and occupational clusters.
Career Development:	A lifelong process which involves a series of experiences, decisions, and interactions. Self concept is interwoven with the progressive nature of this development.
Career Education:	A comprehensive curriculum-related effort that melds diverse materials and teaching strategies into a sequential program K-12+. Academic, vocational, and general curricula are blended to produce interrelated learning activities for all youth.
Career Guidance:	A systematic program of counseling and informationally functional activities to increase occupational knowledge and relate to self knowledge. A primary goal is to increase self awareness and career development.

Career Identity:	The relation of self needs to a variety of work roles in the world of labor.
Career Information:	Provision of occupational, educational, and labor market data to youth in order to facilitate the career choice.
Career Preparation:	The acquisition of skills, attitudes, and values to enter the world of work, including both in-school and out-of-school experiences.
Cluster Concept:	A procedure for defining the world of work in terms of interrelated job families, job skills, job attitudes, and training similarities as classified into fifteen occupational groups: Business and Office; Marketing and Distribution; Communications and Media; Construction; Manufacturing; Transportation; Agri-Business and Natural Resources; Marine Science; Environmental Control; Public Service; Health; Hospitality and Recreation; Personal Services; Fine Arts and Humanities; and Consumer and Homemaking Related Occupations.
Decision-Making Skills:	The aptitudes of problem-solving thinking processes necessary to understand and participate in the social, economic, and political institutions of society.
Dissemination:	The process of diffusing the results of a project to varied publics.
Economic Awareness:	A knowledge of the production, distribution, and consumption of consumer goods and their implications for career education.
Employability Skills:	The aptitudes needed to locate, identify, and enter occupational placement at the entry level.
Follow-up:	A systematic survey of school graduates and school leavers in order to ascertain their success in entering and maintaining a position in the world of work.
Goal Statement:	A global objective that describes the general intent of a specific program or activity, in less specific terms than a performance objective statement.
Guidance Program:	A coordinated series of pupil-oriented activities that occur in grades K-12, including counseling, group guidance, testing, placement, educational-occupational information and follow-up.
Industry:	A broad term denoting the business-industrial complex of the country.

In-Service Education:	A series of workshops or similar programs that focus on staff development or the enrichment of the LEA.
Internal Evaluation:	A planned program of assessment activities which is conducted by the LEA staff.
Job-Entry Skills:	The requirements for entering a chosen occupational area and handling fundamental tasks.
Job Placement:	A concerned effort by the LEA to situate every student in an entry level job of this choice.
Life Style:	The variables associated with a particular career that expose the worker to a given set of values, attitudes, and living patterns that are generally consistent.
Module:	A learning packet that may vary in intensity from twenty hours to one hour; it is a direct sub-unit of a body of knowledge.
Occupation:	A job that requires a pattern of work activity with consistency and similarity.
Occupational Information:	A definition of the tasks, skill level requirements, training requisites, and place of employment for a particular job.
Performance Objectives:	Specific descriptions of the terminal behavior which students should exhibit at the completion of certain learning tasks including a statement on the acceptable level of mastery.
Self Concept:	The perceptions which one holds regarding his success or skill in performing social, cognitive, or psychomotor tasks.
Simulation:	A learning activity that attempts to replicate the real world in a classroom situation for practice of decision-making, problem-solving skills.
Transportability:	A concept that implies the transferability of a process or product to other LEA's for installation and operation.
Work:	The tasks or duties assigned to a particular job in our culture and which the worker completes for intrinsic and extrinsic rewards.
World of Work:	A multitude of occupations which comprise the labor force of a society, and from which an individual must select and prepare for a specific occupation of his choice.

SOURCE: Ryan, Charles W. *Career Education: A Handbook of Funding Resources.* Third Edition. Atlanta: Houghton Miffin Co., 1975, pages 35-36.

Appendix C
Index of ERIC Abstracts on Career Education

The following index is a comprehensive listing of the ERIC abstracts on file at the South Carolina State Department of Education, 906 Rutledge Building, 1429 Senate Street, Columbia, South Carolina 29201. If information pertaining to the entire document and/or to an additional area of interest is desired, a specialized search may be requested from the Education Products Center, 1208 Rutledge Building, (803) 758-5733.

ELEMENTARY EDUCATION AND CAREER EDUCATION

Activity Guide

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Administrative Material

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Affective, Cognitive, Psychomotor Behavior

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Bilingual

ED 122037

Career Informatior

ED 112212
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Concepts

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Curriculum

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Curriculum Guide

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Delivery Techniques

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Evaluation

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Games

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Postsecondary

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Senior High

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Teacher's Guide

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CAREER EDUCATION AND DISADVANTAGED

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Special Education

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Computerized Instruction

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Concepts

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Instructional Module

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Low Income Groups

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Occupational Information

ED 106508
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Performance-Based Education

ED 109316

Program Descriptions

ED 107758
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Program Development

ED 106508
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Program Report

ED 106508
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Remedial Reading

ED 115904

Research

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Resources

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Rural

ED 115958

Secondary Education

ED 106548
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112010

112193
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Special Education

ED 115904

Staff Development/Training

ED 109316
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EJ 110563

Subject Matter

ED 106546
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Teacher's Guide

ED 106571
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EJ 113826

Urban Education

ED 110716

Values

ED 106636
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EJ 087350
092310

Work Experience

ED 107772
107773
107872

SECONDARY EDUCATION AND CAREER EDUCATION

Administrative Material

ED 109432
109449
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112198
123845
139002

Adult Education

ED 120385
128617
128618
128619
128620
130122

Advisory Committee

ED 120450
120453

Affective, Cognitive, Psychomotor Behavior

ED 114677

Agencies

ED 123434
123435
128601

Alternatives

ED 128614

Articulation

ED 117506
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Attitudes

ED 109432
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EJ 105317

Audiovisual Material

ED 114694
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EJ 110564

Bibliography

ED 114473
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Career Information

ED 118732
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Change

ED 109432

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120385
EJ 072792

Chief State School Officers

ED 122099
122102

Competency-Based Education (See Performance-Based Education)

Concepts

ED 109432

Conference Report

ED 115825
117506
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Cooperative Program

ED 114602
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Counseling/Guidance

ED 113527
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Curriculum

ED 113564
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Curriculum Guide

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Disadvantaged

ED 117302
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Directory

ED 122116
EJ 110564

Dropouts

ED 113527
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Economic Education

ED 114679

Educational Relevance

ED 113527
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Elementary Education

ED 107934
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Ethical/Moral Education
(See Moral/Ethical Education)

Evaluation

ED 109449
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Federal Programs,
Legislation, Funding

ED 120385
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Funding

ED 117506
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Futures

ED 120384
120385

Government

ED 118738
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Graduate

ED 108432

Guidance/Counseling
(See Counseling/Guidance)

ED 107934
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Individualized Instruction

ED 117300
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Information Systems

ED 115898
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Instructional Module

ED 128548
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Instructional Unit

ED 114483
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Interdisciplinary

EJ 107041
112198

Internship

ED 120422
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Learning Experiences

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Legislation

ED 122102
123435
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Library Processes

ED 129994

Low Achievers
(See Underachievers)

Management Systems

ED 118968
118769
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Manpower

ED 114473

Metrics

ED 118984

Middle/Junior High Education

ED 115968
117292
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Minority Groups

ED 117302

Moral/Ethical Education
(See Ethical/Moral Education)

ED 126323
130138

National Organizations

ED 123434
123435

Needs Assessment

ED 117343
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Objectives

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Occupational Information

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Performance-Based Education
(See Competency-Based Education)

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Personnel Development

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Postsecondary Education

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Preschool Education

ED 117292

Program Development

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Program Descriptions

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Program Reports

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References

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Research

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Resources

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Self-Concept

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Special Education

ED 117429

Staff Development

ED 113525

State Programs

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Subject Matter

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Teacher's Guide

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Textbooks

ED 118984
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Trends

EJ 112198

Underachievers
(See Achievers)

ED 126228
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Values

ED 114696
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Women

ED 117302
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Work Study/
Work Experiences

ED 113527
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Issues

ED 109432
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POSTSECONDARY EDUCATION AND CAREER EDUCATION

Administrative Material

ED 095416
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Adult Education

EJ 094071

Articulation

ED 097443
110673
115955

Audiovisual Material

ED 109402
117536
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Bibliography

ED 109390
109402
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Career Information

ED 112078
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EJ 094071

Change

ED 097557
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EJ 094193
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Community College

ED 095416
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EJ 093971
140901

Concepts

ED 109402
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Cooperative Program

ED 095416
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EJ 120493

Correctional

ED 097443

Counseling/Guidance

ED 095416
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Curriculum

ED 095416
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EJ 108661

Curriculum Guide

ED 115955

Directory

ED 109402
122116

Disadvantaged

ED 095416

Economics of Education

ED 130142

Elementary Education

ED 099664
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Enrollment

EJ 093971

Evaluation

ED 095416
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Funding

ED 095416
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Futures

ED 110673
EJ 094193

General Reference

ED 105108
109402
114478

Information Systems

EJ 087444

Instructional Module

ED 124801

Instructional Unit

ED 117536

Interdisciplinary

ED 112071

Learning Experiences

ED 112078

Middle/Junior High

ED 099664
115955
126298
126340

Needs

ED 120582
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EJ 108661
110507

Objectives

ED 099664
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Occupational Information

ED 105108
EJ 087444
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Performance-Based Education

ED 124801

Preschool

ED 099664
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Program Descriptions

ED 097557
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EJ 110507

Relevance, Educational

EJ 094071
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Research

ED 097557
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Resources

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Rural

ED 118786

Secondary Education

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Staff Development/Training

ED 117535
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State Programs/Plans

ED 109402
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Subject Matter

ED 112071
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EJ 108661
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Textbook

ED 105108

Theory

ED 105108
109390
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Transfer Students

ED 097443

Trends

EJ 093971

VOCATIONAL EDUCATION AND CAREER EDUCATION

Administrative Material

ED 091605
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EJ 070955
072798
077525
085640
087316
087414
089160
094266
095780
095783
095790

Adult Education

ED 111960

Advisory Committee

ED 110743
EJ 085635
087316
087414
105462
107007
135682

Agencies

EJ 113658
113774
142471
142477

Articulation

EJ 072762

Attitudes

ED 091605
111933
115741
115766
117419
118894
EJ 972798
077525
0[illegible]348
087414
095790
112161
135682
142474

Audiovisual Material

ED 114587
115766
EJ 097462

Bibliography

ED 114587
115766
118925

Career Information

ED 109483
111942
113547
EJ 072764
113681
113824
134119
135614

Change

ED 115778
116026
EJ 072798
077525
094073
095790
098985
103728
106998
107007
112161
130575
142473

Competency-Based Education
(See Performance-Based Education)

EJ 094266
098981
135685

Concepts

ED 092677
109461

Conference Report

ED 110608
112114
114663
EJ 106998
132246

Cooperative Program

ED 109475
110743
114663
EJ 095763
095770
135604
142472

Cost

ED 109475
111933

Counseling/Guidance

ED 091605
109461
112057
112168
EJ 070955
108669

Criterion-Referenced Tests

ED 113547

Curriculum

ED 091605
092677
110608
111933
111960
112114
112168
114587
116026
119021
EJ 072762
072764
087342
087435
094073
095758
095780
100490
105454
118583
118915
123746

Curriculum Guide

ED 109483
111939
111942
EJ 135614

Delivery Systems

ED 115778
EJ 094073
097462
102211
120486

Directory

ED 092677
110683
112114
119021
EJ 142478

Disadvantaged

ED 091605
092677
110608
115741
117419

Dropouts

ED 091605
110608
115741
117419
EJ 097462

Educational Alternatives

ED 142468
142469
142471
142472
142473
EJ 142474

Educational Relevance

ED 117319
117412
EJ 094265
100588
106998
108669

Elementary Education

ED 091605
109475
110608
110778
110797
110809
111933
111939
112169
113535
115741
119021
EJ 097462

Ethics

ED 115766

Evaluation

ED 091605
109461
109475
110683
110743
110797
110809
111933
111960
112057
112168
112169
113547
114463
115741
117319
117419
EJ 085635
108718
142474

Experience-Based Education

EJ 142468
142469
142471
142472
142473
142474
142475
142476
142478

Federal Programs, Legislation, Funding

ED 092677

115778
117319
118810
118925
119021
EJ 113663
134117
142468

Finance

EJ 142389
142476
142477

Funding

ED 111960
113592

Futures

ED 117412
EJ 095758
095780
108669
118583
118915
142389

Government Roll

EJ 106998

Grants

ED 118925
EJ 142471
142475

Guidance/Counseling
(See Counseling/Guidance)

EJ 085640
089160
095790
097462
105454
113761
113774
118583

120486
123748

Handicapped

ED 110608

History of Career Education

ED 115778
EJ 112161
130575
134117
142468

Individualized Instruction

ED 111942
EJ 098981
118915
135685

Information Dissemination

ED 092677
EJ 135685

Information Management

ED 114587

Information Systems

ED 112114
EJ 120486

Instructional Module

ED 111942

Instructional Unit

ED 109483
111939
111942
EJ 087348

Interdisciplinary

ED 111939
EJ 098981
098985

Interinstitutional Cooperation

ED 114663
EJ 095763
098981

Internship

Issues and Trends

ED 114663
117319
EJ 094072
107007

Learning Activities

ED 111939
111942
EJ 113681

Learning Experiences

EJ 135614

Legislation

ED 109475
110683
115778
116026
117319
EJ 094973
113663
134117
142389
142392
142468
142475

Management Systems

Manpower

ED 110683
111960
EJ 094072
095758
113663
130575

Middle/Junior High Education

ED 111939
112169
115741
EJ 072762
087435
097462
113681

Minority Groups

National Organizations

National Programs

EJ 107007
142468
142475
142476
142477

Needs Assessment

ED 118894

Objectives

ED 109461
109483
110809
111942
113535
113547
115741
118894
EJ 077525
085638
095783
100490
105374
110548
112159
112161
113774
113824
134117
134119
135610
142469

Occupational Education

ED 110778
111939
112168

Occupational Information

ED 110778
EJ 120486

Organization

EJ 113774

Performance-Based Education (See Competency-Based Education)

EJ 118915

Personnel Development

ED 091605
117419
EJ 098985
135685

Philosophy

EJ 094265
095783
106998
108669
112161
113774
130575

Placement

ED 112057
119021
EJ 097462
105454
113761

Policy

EJ 106998
107007

Postsecondary Education

ED 091605
110608
110778
112169
113535
119021
EJ 072762
123748

Preschool Education

ED 111933
112169
113535
115741

Program Development

ED 110778
110809
117412
119021
EJ 085635
087414
087435
095780
097462
098981
105374
105462
108669
112178
113761
113774
123746
142469
142470
142471
142472
142475
142477

Program Descriptions

ED 091605
109483
109475
110683
110809

111933
111960
112168
113585
113592
115741
115778
118810
119021
EJ 085635
085640
087348
095770
097462
100490
105454
110548
120486
135606
142469
142470
142472
142476
142478

Program Report

ED 091605
109475
110683
110743
110797
111933
112168
112169
117419
117436
118810
EJ 140895

Racial/Sex Stereotyping

ED 109461
109475

RCU (Research Coordinating Unit)

ED 117436

Research

ED 109461
110683
110797
111933
112057
112169
113547
117436
118810
118894
118925
EJ 094072
095758
098985
135682
142475

Research and Development

ED 109461
EJ 098985
142477

Resources

ED 110797
111939
111942
113592
114587
114663
115766
EJ 095763
113761
112746
142469
142472
142473
142474
142478

Rural-Urban

ED 112168
114663

School-Community Relationships

ED 109461

110809
114663
EJ 087316
087342
142469
142470
142472
142473
142474

Secondary

ED 109475
109483
110608
110778
110797
110809
111939
111942
112169
113535
113547
115741
117419
119021
EJ 072762
072764
087342
087435
097462
105374
108718
110548
112178
113681
113761
113824
123746
123748
134119
135604
135606
135610
135614
142469
142470
142472
142473
142474
142476
142477

Self-Concept

ED 115741
115766
EJ 087348
102194

Special Education

ED 110809
112114
EJ 142389

School-Industry Relationships

EJ 095770

State Programs

ED 110683
110743
110778
111933
112114
112168
113535
113592
115778
117319
117436
118810
119021
EJ 095763
142470

Subject Matter

ED 109483
111942
113547
EJ 072762
085635
085638
087316
087342
087414
095758
095783
102104
103728
105462
110548
113681
113761
113824
118915
123746
123748
132246
134119
135604
135610
142389

Teacher's Guide

ED 111939
EJ 108718

Textbooks

Theory

EJ 123844
132246

Trends
(See Issues and Trends)

ED 115778
EJ 072798
077525
085638
089160
094265
100490
112159
118915
1132246

Urban Education

ED 110797
112168

Values

EJ 112161

Women

ED 116026

Work Experience/Work Study

ED 091605
110743
115741
118925
EJ 085638
087316
097462
135606
142468
142469
142471
142472
142473
142474
142476
142477

ADULT EDUCATION AND CAREER EDUCATION

Activity Guide

ED 102426
105217
109357
109358
110855

Administrative Material

ED 12
092755
109357
109380
117396
117397
EJ 088838
094102
107147

Audiovisual Materials

ED 109380
110954
112202
118864
EJ 120488

Bibliography

ED 12
094124
102428
109379
109380
110854
110855
115963
117397
118864

Concepts

ED 105217
127478
EJ 094102

Cooperative Efforts

EJ 107147
118955

Counseling

ED 094124
109379

Curriculum Guide

ED 102426
105217
109356
109358

Curriculum Module

ED 109354
109355
109356

Delivery Techniques

ED 112202
115962
117396
120488

Disadvantaged

ED 12
109380
115964
118864

Evaluation

ED 12
105217
112202
114608
115962
115963
115964
117396
117397

General Reference

ED 117397
127478

Handicapped

ED 12

Legislation

EJ 107147

Objectives

ED 102427
105217
109534
109355
109356
109357
109358
109380
127478
EJ 135624

Program Descriptions

ED 12
102427
114960
114608
EJ 067110
123745

Research

ED 109379
12197
EJ 107147
123745

Resources

ED 102427
102428
105217
109354
109355
109356
109357
109358
109379
109380
110854
110855
112202
114608
115962
115963
117397
EJ 088838
107147
123745

Rural

ED 12
115962
115963
115964

Special Groups (Incarcerated, Minorities, Women)

ED 092755
110854
117396
117397
EJ 118955

Staff Development/Training

ED 109380
115962
115963
117396

SPECIAL EDUCATION, HANDICAPPED EDUCATION, AND CAREER EDUCATION

Administrative Material

ED 096515
097516
114586
120411
123459
EJ 092099
094184
102208
103734
140896
144157
145803

Audiovisual Material

ED 117339

Bibliography

ED 110750
117339
118890

Concepts

ED 091584
102202
123459

Curriculum Guide

ED 106638
117339
EJ 102204

Deaf

ED 110750

Delivery Techniques

EJ 123742

Directory of Career Education Programs

ED 114586
118878
120411

Disadvantaged

EJ 123742

Elementary

ED 105114
105163
106654

Instructional Units

ED 098423
098424
098426
098427
098428
098429
098430
098438
098439
098440
106602
107892
107893
107894
110750
124797

Issues and Trends

EJ 144157

Legislation

ED 114586
120411
EJ 112196

Mentally Handicapped

ED 105234
106602
106638

Objectives

ED 121932

Physically Handicapped

ED 110750

Appendix D
Bibliography of South Carolina Produced Materials

LOCAL EDUCATION AGENCIES

Charleston	**Cancer Emphasis Week Activity**: A collection of awareness activities for career emphasis week.
	The Job Observation Program: Junior and senior students individually spend ten hours observing their job preferences.
Richland Two	**Instructional Ideas**: Overview of common activity used in six areas of emphasis.
	Economic Education in Your Classroom: Overview of education concepts that can be infused in the curriculum.
	Career Education–Community: Resources booklet describing community resources procedures and use in classroom activity.
	Community Resource Guide: Summary of community resources available in Columbia area.
	Career Education–Final Report: Summarizes the three years of the program under federal funding plus accompanying evaluation data.
Greenville	*Criterion-Referenced Guidance Manual*
	Criterion-Referenced English Objectives
	Community Guide for Experience-Based Career Education
Lexington Two	Teacher handout package of career education information
	Lexington School District Two Community Resource Guide

POSTSECONDARY

Citadel

Study survey of local industry

Clemson (material)

Vocational Education Instructional Materials, 1978

Medical University of South Carolina, 171 Ashley Avenue, Charleston, South Carolina 29403

Anesthesia For Nurses

College of Allied Health Sciences

Cytotechnology

A Career in Dental Hygiene at M.U.S.C.

Medical Record Administration

Medical Technology

Occupational Therapy

Physical Therapy

A Primary Care Extender Program

Radiologic Technology: Baccalaureate Program

Respiratory Therapy: Baccalaureate Program

Trident Technical College, Post Office Box 10367, Charleston, South Carolina 29411

University of South Carolina, General Electric Institute

Bassick Involvement in Career Education 1977

Job Observation Program and Career Education Guidance in Charleston County 1977

Deland High School Career Education Project 1977

Plan for Implementation of Career Education in the Public Schools of Campbell County, Virginia 1977

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Career Education: Learning to Learn to Live, Learning to Earn a Living, Norfolk, Virginia 1977

Project on Career Education, Lynn, Massachusetts 1977

Winthrop

Placement and Career Planning

Hardy College

South Carolina Industrial Directory: gives name, address, and type of company

STATE AGENCIES

South Carolina Department of Education, Audiovisual Library

All materials available from the Audiovisual Library in the 16mm format.

"Job Man Caravan": a weekly half-hour program on jobs for teenage black audience.

"Workshop Hints": thirteen 12-minute televised lessons in wood working.

"Bread and Butterflies": fifteen 15-minute lessons in career development goals.

"Careers": fifteen 20- to 30-minute televised lessons on career possibilities.

"Consumer Survival Kit": twenty-six 30-minute television programs on various topics.

Youth Services

Curriculum Guide for Career Education

TECHNICAL COLLEGES AND TECHNICAL EDUCATION CENTERS

Piedmont Technical College, Student Services Division

Career Development Center: contains a broad range of career resources and services

Self-Help Career Planning Guide: a self directed guide to self awareness and career exploration

Career Planning Course: course outline for a one quarter course in career planning

Trident Technical College

Career Search Booklets, or center-created anthologies of career areas

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University of South Carolina, Columbia, College of Education

Career Education: Instructional module for COPE

South Carolina Department of Education

Final Report: Research and Development Project in Career Education (Lexington School District Three, Batesburg, South Carolina; Spartanburg School District Five, Duncan, South Carolina). The projects were performed pursuant to a grant from the Bureau of Adult, Vocational, and Technical Education, Office of Education, U.S. Department of Health, Education, and Welfare.

Final Report: Research and Development Project in Career Education (Batesburg-Leesville, South Carolina)

Career Education in South Carolina: An official state Department of Education position paper (March 1975)

Career Development

Ideas for Classroom Activities in Career Education

An Administrator's Guide to Career Education

A Counselor's Guide to Career Education

A Teacher's Guide to Career Education, K-5

A Teacher's Guide to Career Education, 6-8

A Teacher's Guide to Career Education, 9-12

Funding

FEDERAL LEGISLATION

In 1973, the United States Congress allotted federal money through legislation to the states for career education via Section 131(a) of Part C of the Vocational Education Amendments of 1968 (Public Law 90-576). South Carolina's portion of these funds was $161,613.

Again, in 1973, South Carolina received legislated funding for career education from the Vocational Education Act Amendments of 1968, this time from Part C as in 1972, as well as from Part D, exemplary program funds, and Part I. South Carolina's allotment was $140,974.

South Carolina's legislated funding from the federal government for 1974 was a research grant in the amount of $143,600. No federal funds were allotted to the Department of Education after 1974.

As of January 31, 1978, South Carolina had passed no direct funding legislation in support of career education efforts in the state, either for the coming fiscal year or any previous years.

According to Edwin L. Herr in *The Emerging History of Career Education: A Summary View* (Washington, D. C., National Advisory Council on Career Education, 1976), the total expenditure of South Carolina's state resources (not from federal resources) for fiscal years 1965 through 1973 was $7,959. This compares to a total from all states of $67,181,646.

From June 1, 1973, to November 30, 1974, monies spent in South Carolina for career education included $29,135 from state vocational education funds and $46,746 from local funds. Present sources are vocational education monies and local monies.

OTHER SOURCES OF FUNDING

South Carolina's funding from federal government allotments is supplemented by other funding sources. A survey in late 1977 indicated the following sources of funding for the various types of educational and state institutions or agencies.

A. Local education agencies or district: local districts monies (several districts received federal grants in the past from the Office of Education).

B. Public postsecondary institutions:

  1. Public senior colleges and universities

        - a. Funds from regular state appropriations to the institutions for budget items
        - b. Proposal to the United States Office of Education, Office of Career Education
        - c. General Electric Company
        - d. Advanced Institutional Development Program
        - e. Vocational funding through the State Office of Vocational Education
        - f. Limited funds for special in-service projects from the Educational Professions Development Act
    - 2. Four-year branches of the University of South Carolina
        - a. Appropriated state funds
        - b. Student fees
        - c. Proposals for federal funds
    - 3. Two-year regional campuses of the University of South Carolina (no response)
- C. State agencies
    - 1. Educational Television
        - a. State funds
        - b. Federal funds
        - c. Grants from private corporations
        - d. NOTE: Some budget available for training task force for in-service training, consultants, and for workshops for upgrading skills among technical, creative, and management personnel; no career education materials produced.
    - 2. Department of Consumer Affairs: general revenue funds
- D. Technical colleges and technical education centers (these institutions listed the following funding sources):
    - 1. Local district funds
    - 2. State technical system funds

3. Funds from the library budget and for student development
4. Veteran's cost of instruction funds
5. Scholarships sponsored by business and industry in area
6. Funds from the state Office of Vocational Education
7. Federal funds for cooperative education
8. Comprehensive Education and Training Act (CETA) funds
9. Advanced Institutional Development grant
10. American Community College Trustees funds. (This is federal money administered through ACCTion, a consortium of member institutions. Funds are limited and granted on a rotation basis to member units. Assistance is more of a consulting nature than a funding source due to limited funds.)
11. Career education grant funded during 1976-1977 by the United States Office of Education

FOUNDATIONS

As noted in the National section of this document under the section on "Funding: Foundations," the *Foundation Directory*, available at the South Carolina State Library in Columbia, lists numerous foundations which may be funding sources. The Directory includes one section which lists all South Carolina foundations and pertinent information on each. The current edition lists sixteen such foundations. Included here is that information from the Directory.

SOUTH CAROLINA

Abney Foundation, The
P. O. Box 1138
323 Jorden Street
Greenwood 29646

Purpose and Activities: Primarily local giving, with emphasis on community funds. No grants to individuals.

Arkwright Foundation, The
P. O. Box 1086
Spartanburg 29301

Purpose and Activities: Broad purposes; primarily local giving, with emphasis on community funds, higher and secondary education, youth agencies, and Protestant church support.

Bailey Foundation, The
P. O. Box 270
Clinton 29325

Purpose and Activities: Charitable purposes; support for a student loan and scholarship program.

Baruch (Belle W.) Foundation, The
Bellefield Plantation
Georgetown 29440

Purpose and Activities: Grants to promote education and research in the conservation of natural resources with special emphasis on forestry, marine biology, the care and propagation of wildlife and flora and fauna; grants to be implemented only through South Carolina universities and colleges; to develop Hobcaw Center in Georgetown, South Carolina, for research and education in ecology.

Citizens and Southern National Bank of South Carolina Foundation
5900 Fain Drive
Charleston Heights 29405
(803) 554-0860

Purpose and Activities: Primarily local giving, with emphasis on community funds and higher education; support also for hospitals and youth agencies. No grants to individuals.

Daniel Foundation, The
Daniel Building
Greenville 29602
(803) 298-2840

Purpose and Activities: Charitable purposes; grants largely for higher education and a cancer research center; support also for youth agencies, community funds, hospitals, health agencies, and cultural programs, primarily in South Carolina and other southern states. No grants to individuals.

Grant Application Information: Initial approach by letter; submit 1 copy of proposal; board meets as required.

Fairey (Kittie M.) Educational Fund
c/o The South Carolina National Bank
P. O. Box 168
Columbia, 29202

Purpose and Activities: To provide scholarships for South Carolinians attending a college or university within the state.

Gregg-Graniteville Foundation, Inc.
Graniteville 29829
(803) 663-7231

Purpose and Activities: Primarily local giving, with emphasis on higher, secondary, and elementary education and a scholarship program for children of Company employees; grants also for church support, community funds, and youth agencies. No grants for operating budgets.

Write: Carl W. Littlejohn, Jr., Secretary

Grant Application Information: Initial approach by letter; submit 1 copy of proposal; no application deadline; board meets as required.

Inman-Riverdale Foundation
Inman 29349
(803) 472-2121
Incorporated in 1946 in South Carolina

Donor(s): Inman Mills

Purpose and Activities: Broad purposes; primarily local giving, with emphasis on higher education, including scholarships, Protestant church support, youth agencies, and community funds. No grants to individuals.

Write: James A. Chapman, Jr., Vice-Chairman

Grant Application Information: Initial approach by letter; submit 1 copy of proposal; board meets quarterly.

Kennedy (Francis Nathaniel and Kathryn Padgett) Foundation
P. O. Box 550
Laurens 29360
Established in 1973 in South Carolina

Purpose and Activities: Grants largely to higher educational institutions in South Carolina and for missionary programs.

Self Foundation, The
Drawer 1017
Greenwood 29646
(803) 229-2571
Incorporated in 1942 in South Carolina

Donor: James C. Self

Purpose and Activities: Broad purposes; grants primarily to care, education, cultural programs, and activities for youth and the elderly. No grants to national campaigns of health and welfare agencies, to individuals, for research, for current operations, nor to underwrite publications. Grants limited almost exclusively to South Carolina.

Write: Frank J. Wideman, Jr., Executive Secretary

Grant Application Information: Program policy statement and grant application guidelines available; initial approach by letter; submit 1 copy of proposal; board meets quarterly.

Spartanburg County Foundation, The
424 Montgomery Building
Spartanburg 29301
(803) 582-0138

Purpose and Activities: To provide "for the mental, moral, intellectual and physical improvement, assistance and relief of the inhabitants of Spartanburg County." Support for local projects in education, arts, humanities, recreation, health, and welfare. No grants to individuals, for building or endowment funds, or operating budgets. Report published annually.

Write: Charles W. Ebert, Executive Director

Grant Application Information: Initial approach by letter; submit proposal in first six months of year; board meets monthly.

Springs (Elliott White) Foundation, Inc.
P. O. Drawer 460
Lancaster 29720
(803) 285-6941

Purpose and Activities: Broad purposes; primarily local giving for the benefit of residents of Lancaster County and/or the townships of Fort Mill and Chester; support largely for hospitals, recreation, student loans, public schools, and higher education, including vocational training; some assistance for community funds and religious buildings and equipment. No grants to individuals. Report published annually.

Write: Charles A. Bundy, President

Grant Application Information: Grant application guidelines available; initial approach by personal visit for new proposals; submit 1 copy of proposal; no application deadline; board meets quarterly.

Springs (Frances Ley) Foundation, Inc.
P. O. Drawer 460
Lancaster 29720
(803) 285-6941

Purpose and Activities: Broad purposes; primarily local giving, with emphasis on higher education, scholarship loans, hospitals, community funds, and youth agencies. No grants to individuals.

Write: Charles A. Bundy, President

Grant Application Information: Initial approach by letter or telephone; submit 1 copy of proposal; no application deadline; board meets quarterly.

Stevens (John T.) Foundation
P. O. Box 158
Kershaw 29067

Purpose and Activities: Primarily local giving, with emphasis on Protestant church support, medical education, community funds, recreation, and youth agencies.

Symmes (F. W.) Foundation
c/o South Carolina National Bank
Greenville 29602

Purpose and Activities: Broad purposes; primarily local giving, with emphasis on church support, child welfare, hospitals, youth agencies, and a library.

In addition, two foundations not included in the Directory are:

Anderson Community Foundation, Inc.
P. O. Box 183
Anderson, South Carolina 29622

Greenville County Foundation
P. O. Box 2145
Greenville, South Carolina 29602

CAREER EDUCATION: RELATED FUNDING SOURCES

Monies related to career education may be available from several state department offices.

Program Dissemination Section
Office of Federal Programs
Division of Instruction
State Department of Education

Limited financial assistance may be provided to assist a local district in the process of adopting one of the United States Office of Education federal programs (eight specifically related to career education) which the United States Office of Education has judged a successful program and worthy of adoption by other districts in the United States. "Among the types of financial assistance which may be offered are:

1. Funds for school district personnel travel to developer demonstrator project sites;

2. Funds for bringing developer demonstrator project personnel to South Carolina to conduct training and follow-up activities;

3. Consultant assistance in program implementation."

Source of funding in the Special Projects is administered through the United States Office of Education. For a description of recently validated Vocational Education programs, contact:

Mr. James R. Buckner
South Carolina Department of Education
Program Dissemination Section
Office of Federal Programs
200 Rutledge Building
Columbia, South Carolina 29201
Phone: (803) 758-3526

Educational programs stressing career awareness education are available to South Carolina counties having children or migrant workers. In late 1977, eleven school districts qualified for these programs, with funding from Title 1 of the Elementary and Secondary Education Act (ESEA) of 1965 and its later amendments. Ages included are 0-21 years, with top funding priority for those 5-17 years of age.

For specific details about the program and assistance criteria, contact:

Mr. Benjamin Hollis
State Migrant Supervisor
Office of Federal Programs
Department of Education
211 Rutledge Building
Columbia, South Carolina 29201
Phone: (803) 758-3471

Career Education is one interest of the Appalachian Regional Commission, a body serving Appalachian areas. Presently, six South Carolina counties are included in this region—Pickens, Oconee, Greenville, Spartanburg, Cherokee, and Anderson. Proposals for programs and funding should be submitted to:

Mr. John Ford, Programs Director
South Carolina Appalachian Council of Governments
Drawer 6668
Greenville, South Carolina 29606
Phone: (803) 242-9733

The 1965 federal Elementary and Secondary Education Act (ESEA) of 1965 was amended in 1974, with Title IV added. Title IV allows for grants to states to, among other purposes, provide for testing, guidance, and counseling for elementary and secondary students. Such is to make "available to the student and his parents such educational and career information as may be essential to their understanding of the educational process and of various educational and career opportunities and requirements related to the choice of an educational program and a career." Districts desiring more information about this program should contact:

Mr. Frank Washington
Supervisor, Title IV-B
Innovative Grants Program
Office of Federal Programs
201-A Rutledge Building
Columbia, South Carolina 29201
Phone: (803) 758-3471

Interested districts should channel inquiries through their district federal coordinator, and then the district superintendent.

A Career Planning Program of tests including interest, aptitude, and ability inventories, is available through the South Carolina State Guidance Office. For further information, contact:

Mr. Robert Moore
State Guidance Consultant
706 Rutledge Building
Columbia, South Carolina 29201
Phone: (803) 758-3696

CAREER EDUCATION: RELATED POTENTIAL FUNDING SOURCES

Possible state sources of integrative funding or future cooperative efforts include the following:

Office of Highway Safety
Mr. Thomas M. Holimon
801 Rutledge Building
Columbia, South Carolina 29201
Phone: (803) 758-2652

Note: About 9 percent of the nation's jobs/careers are in the area of commercial transportation. This fact may be a lead for indirect funding.

Community Education Programs
Dr. Dalton Ward
209-A Rutledge Building
Columbia, South Carolina 29201
Phone: (803) 758-3217

Note: Career education is a component of total learning and, as such, may, in the future, be integrated.

Office of Consumer and Homemaking Education
Mrs. Joan Thompson
900 Rutledge Building
Columbia, South Carolina 29201
Phone: (803) 758-2482

Note: Many texts in this area integrate career information with the subject matter. The American Home Economics Association produces several publications on careers in the many areas of home economics and consumer education.

Office of Programs for the Handicapped
Mrs. Carolyn S. Boney
309 Rutledge Building
Columbia, South Carolina 29201
Phone: (803) 758-7432

Note: May be a source of indirect funding. Also see section of this document titled "National: Funding," for organizations which benefit the handicapped.

Office of Programs for Gifted and Talented
Mr. James H. Turner
801 Rutledge Building
Columbia, South Carolina
Phone: (803) 758-2652

Note: This office presently has no funds available but is working with a mentor program in which older students assist younger students in career awareness.

South Carolina Office of Vocational Education
Mr. L. L. Lewis, Director
908 Rutledge Building
Columbia, South Carolina 29201
Phone: (803) 758-3101

Note: In 1976 this office assisted an exemplary program at Trident Technical College, Charleston, South Carolina. The program was named FACET: Female Access to Careers in Engineering and Technology. A contact person at the college is:

Betty Howe
Trident Technical College
Charleston, South Carolina 29411
Phone: (803) 553-2375

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SOUTH CAROLINA RESOURCES
IN
CAREER EDUCATION

Materials, Studies, and Surveys

A. Local education agencies

1. Charleston: A report of career education in the district is compiled each year; the 1976 report and 1977 report include teacher attitude measurement. For locally developed materials, see the bibliography of South Carolina developed materials.

2. Greenville: It would be impossible to enumerate all the items purchased and developed for career education purposes during the existance of the Piedmont Schools Project. Broad categories would include cooking equipment, industrial arts equipment, home economics materials and equipment, gardening and landscaping equipment, audiovisual equipment, filmstrips, cassettes, games books, workbooks, etc. Most of the elementary schools have an inventory developed by the career education paraprofessional. For locally developed materials, see the bibliography of South Carolina developed materials.

3. Lexington 2: See bibliography of South Carolina developed materials.

4. Lexington 3: None

5. Richland 2: See bibliography of South Carolina developed materials.

B. Public postsecondary institutions

1. Senior colleges and universities

   a. The Citadel, Charleston: A study survey of local industry, 1976-77.

   b. Clemson University, Clemson: For locally developed materials, see the bibliography of South Carolina developed materials.

   c. College of Charleston, Charleston: None

   d. Francis Marion College, Florence: Surveys of students working while attending college and follow-up studies of our graduates regarding employment.

   e. Lander College, Greenwood: Annual employment survey of graduates.

   f. Medical University of South Carolina, Charleston: College of Allied Health Science—slide/tape presentation, brochures, and bulletin.

g. South Carolina State College, Orangeburg: None

h. University of South Carolina, Columbia: College of Education—"Career Education" Instructional Module for use in Community and Occupational Programs in Education (COPE); Career Planning; General Electric Institute—none; for locally developed materials, see the bibliography of South Carolina developed materials.

i. Winthrop College. Rock Hill: Brochure "Placement and Career Planning," 1977: a mailing brochure outlining services in this topic at Winthrop College; Masters degree thesis and student projects have been done in occupational home economics, but none have dealt directly with career education K-12 when incorporated with "academic" instruction.

2. Four-year branches of University of South Carolina: None

3. Two-year regional campuses: None

C. State agencies

1. South Carolina Department of Education: Audiovisual library—16 mm films (see bibliography of South Carolina developed materials).

2. South Carolina Department of Consumer Affairs: No current formal educational program or materials. Plans in formulation stage for a comprehensive consumer education curriculum for public schools; "South Carolina residents and their relationships with finance companies and other financial institutions."

3. Department of Health and Environmental Control: Two films on blindness available.

4. South Carolina Educational Television: Five television programs; for locally developed materials, see the bibliography of South Carolina developed materials.

5. Department of Youth Services: *Curriculum Guide for Career Education* (see bibliography of South Carolina developed materials); evaluation instruments are being administered for future reference for possible placement in vocational areas and extensive career guidance.

D. Technical colleges

1. Aiken Technical Education Center, Aiken: None

2. Beaufort Technical Education Center, Beaufort: None

3. Chesterfield-Marlboro Technical College, Cheraw: All are developed elsewhere.

4. Denmark Technical Education Center, Denmark: None

5. Florence-Darlington Technical College, Florence: *Tech's Future: Will you Decide?* (annual publication of public relations at the institution); a question-and-answer brochure on technical education and careers (see bibliography of South Carolina developed materials).

6. Greenville Technical College, Greenville: None developed locally.

7. Horry-Georgetown Technical College, Conway: A "sound on slide" show, films of students in various classes in the career areas, used in recruiting programs; survey conducted every two years as to where graduates go, positions held; and periodic surveys of area manpower needs of industry and business in the area.

8. Midlands Technical College, Columbia: No materials.

9. Orangeburg-Calhoun Technical College, Orangeburg: No response.

10. Piedmont Technical College, Greenwood: Career Planning Course, outlined for a one quarter course in career planning; Self-help Career Planning Guide, a self-directed guide to self awareness and career exploration (currently being developed); and in 1977, seven hundred high school juniors and seniors were surveyed concerning their career decision-making skills.

11. Spartanburg Technical College, Spartanburg
    a. Audio-cassette unit on each curriculum department and related careers.
    b. Slide/tape presentations on each division and its related careers.
    c. Papers on career exploration.
    d. Institutional research comparing the use of Cognitive Style Mapping with career counseling via Holland's self-directed methods; this study is in progress (January 1978).

12. Sumter Area Technical College, Sumter: None

13. Tri-County Technical College, Pendleton: In developmental stage.

14. Trident Technical College, Charleston: None at present. See "Allied Health" publication produced in cooperation with Medical University of South Carolina, Charleston (in bibliography of South Carolina developed material).

15. York Technical College, Rock Hill: The only career education materials developed locally are those used in York Tec recruiting slides and filmstrips. However, we are continually adding to our supply of commercially developed materials.

16. Williamsburg Technical Vocational and Adult Education Center, Kingstree: Did not respond to survey.

People

For personnel skilled in assessment and evaluation, see also section titled "State: Programs, Facilities and Services."

LOCAL DISTRICTS

Charleston

Serve as resource persons and/or consultants to other school districts:

Mr. Lee Gilliard, Counselor
Charles A. Brown High School
Charleston, South Carolina
577-5562

Mrs. Harriet G. Simpson, Program Counselor
Charles A. Brown High School
Charleston, South Carolina 29403
577-5562

Theodore J. Coker, Consultant
Career Education
3 Chisolm Street
Charleston, South Carolina 29403
772-8461

Mrs. Virginia Able, Counselor
Alice Birney Middle School
North Charleston, South Carolina 29406
797-3820

Mrs. Mary Bigson, Counselor
Harborview Middle School
1576 Harborview Road
Charleston, South Carolina 29412

Serves as contact person to visiting teams from other districts:

Theodore J. Coker, Consultant
722-8461

Provide demonstrations and/or conduct sectional meetings on career education at state conferences and conventions:

*Mr. Lee Gilliard, Counselor
Charles A. Brown High School
Charleston, South Carolina
577-5562

Mrs. Harriet G. Simpson, Program Counselor
Charles A. Brown High School
Charleston, South Carolina 29403

*Mrs. Virginia Able, Counselor
Alice Birney Middle School
North Charleston, South Carolina 29406
797-3820

*Mrs. Mary Gibson, Counselor
Harborview Middle School
1576 Harborview Road
Charleston, South Carolina 29412

**Serve as resource persons and/or consultants to teacher and counselor training institutions providing pre-service training.*

Greenville

Serve as resource persons and/or consultants to other school districts:

Alice Badenoch, EBCE Coordinator
William R. Kendall, EBCE Community Resource Coordinator
J. L. Mann High School 288-9591

Serve as contact persons to visiting teams from other districts:

Alice Badenoch, EBCE Coordinator
William R. Kendall, EBCE Community Resource Coordinator
J. L. Mann High School 288-9591

Jane Satterfield, District Social Studies Consultant
242-6450

Marshall Nichols
Mauldin High School
299-4950

Harold Turner
Duncan Chapel Elementary School
246-1061

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Provide demonstrations and/or conduct sectional meetings on career education at state conferences and conventions:

Alice Badenoch, EBCE Coordinator
William R. Kendall, EBCE Community Resource Coordinator
J. L. Mann High School 288-9591

Serves as resource person and/or consultant to teacher and counselor training institutions providing pre-service training:

Mary L. Bennett
Rt. 2
Campobello, South Carolina 29322
(803) 895-1429

Lexington 2

Serves as resource person and/or consultant to other school districts;

Serves as contact person to visiting teams from other districts;

Provides demonstrations and/or conducts sectional meetings on career education at state conferences and conventions;

Serves as resource person and/or consultant to teacher and counselor training institutions providing pre-service training:

Denard Harris
Lexington School District 2
617 Indigo Avenue
Cayce, South Carolina 29033

Six years with Career Education concepts and practices and appropriate subject matter Instructor, K-12.

Lexington 3

Serve as resource persons and/or consultants to other school districts:

Leon F. Temples
Arthur F. Grant
707 East Columbia Avenue
Batesburg, South Carolina 29006
532-4480

Serve as contact persons to visiting teams from other districts:

Mrs. Harriet G. Simpson, Program Counselor
Charles A. Brown High School
Charleston, South Carolina 29403

Theodore J. Coker, Consultant
Career Education
3 Chisolm Street
Charleston, South Carolina 29403
722-8461

Mrs. Virginia Able, Counselor
Alice Birney Middle School
North Charleston, South Carolina 29406
797-3820

Mrs. Mary Gibson, Counselor
Harborview Road
Charleston, South Carolina 29412

Richland 2

Serve as resource persons and/or consultants to other school districts:

Dr. H. E. Corlet, Superintendent
Dr. H. Dale Holden, Director of Planning
Mrs. Carol Waters, Career Education Consultant
Dr. Herb Tyler, Associate Superintendent

Mr. Luther Martin, Principal
Mrs. Amy Warren, Teacher

Serve as contact persons to visiting teams from other districts:

Dr. H. Dale Holden
Mrs. Carol Waters

Provide demonstrations and/or conduct sectional meetings on career education at state conferences and conventions:

Dr. H. E. Corley
Dr. Herb Tyler
Mrs. Carol Waters
Dr. H. Dale Holden

Serve as resource persons and/or consultants to teacher and counselor training institutions providing pre-service training:

Dr. H. Dale Holden
Mrs. Carol Waters
Mrs. Pat McKay
Mrs. Amy Warren
Dr. Herb Tyler

Address and phone number for personnel in Richland District 2:

6831 Brookfield Road
Columbia, South Carolina 29206
788-6240

PUBLIC POSTSECONDARY INSTITUTIONS

Senior Colleges and Universities

The Citadel, Charleston

W. P. Rhett, Jr., Ed.D.	The Citadel	577-6900
J. K. Shelton, Ed.D.	The Citadel	577-6900
G. Crowley, Ed.D.	The Citadel	577-6900

Clemson University, Clemson

Dr. B. Verner Burkett	106 Freeman Hall	656-3447
Dr. Alfred F. Newton	106 Freeman Hall	656-3447
Dr. Lloyd Blanton	107 Tillman Hall	656-3300
Dr. Earl T. Carpenter	107 Tillman Hall	656-3300
Dr. Arthur Jensen	10 Tillman Hall	656-3115
Mr. Timothy Kasprzyk	10 Tillman Hall	656-3115
Mr. Ken Lake	10 Tillman Hall	656-3115
Mrs. Betty Watkins	10 Tillman Hall	656-3115

College of Charleston, Charleston

Frank D. van Aslst Dean of Career Development	College of Charleston	(803) 722-0181x219
John Mance Career Development Counselor	College of Charleston	(803) 722-0182x219
Tom Hallman, Executive Director Work-Education Council	c/o College of Charleston	(803) 722-3014

Francis Marion College Florence, Florence

Kenneth R. Dye, Ph.D.	Box F-7500 Francis Marion College Florence, South Carolina 29501	(803) 669-4121x377
Belva High, Ph.D	Box F-7500 Francis Marion College Florence, South Carolina 29501	(803) 669-4121x238

Ms. Sandra Corbitt	Box F-7500 Francis Marion College Florence, South Carolina 29501	(803) 669-4121x377

Lander College, Greenwood

Elizabeth Jervey	Lander College	299-8243

Medical University of South Carolina, Charleston

Julia P. Goode	Medical University of South Carolina College of Allied Health Sciences 171 Ashley Avenue Charleston, South Carolina 29403	792-3327

Note: Faculty from each of our twenty-one (21) programs and representatives from the Dean's office are available for Health Career Counseling. Please call/write to address above.

South Carolina State College, Orangeburg

Mrs. Daisy D. Johnson	Box 1568 South Carolina State College Orangeburg, South Carolina 29117	536-7033
Ms. Gloria J. Busch	Box 2084 South Carolina State College Orangeburg, South Carolina 29117	536-7032
Ms. Cynthia M. Zeigler	Box 1568 South Carolina State College Orangeburg, South Carolina 29117	536-7031

University of South Carolina, Columbia

College of Education, Wardlaw College

Larry Winecoff	College of Education	777-8185
Jack Lyday	University of South Carolina	777-8185
Conrad Powell	Columbia, South Carolina 29208	777-8185
Earl Whatley		777-2882

Career Planning and Placement, Lieber College

Dr. David Mahrer	Career Planning and Placement Center, Lieber College University of South Carolina	777-7280
Dr. Paul Fidler	Same as above	Same
Linda Saline	Same as above	Same
Mile Vinson	Same as above	Same

General Electric Institute

Dr. Joseph C. Rotter	200 Wardlaw Building College of Education University of South Carolina	777-4268
Dr. Gary M. Miller	200 Wardlaw Building College of Education University of South Carolina	777-4268

Winthrop College

Dr. Carol Bocan	School of Home Economics	323-2101
Dr. Betty Stou		
Mrs. Irene Myers	Winthrop College, Rock Hill	323-2101
Dr. Gary Houmes	c/o School of Education	323-2101
Dr. Bert Powell	c/o School of Education	323-2151
Dr. Sam Greer	c/o School of Home Economics	323-2101
Mr. Frank Joseph	c/o Placement and Career Planning	323-2141
Mr. Jerty Smith	c/o Placement and Career Planning	323-2141
Dr. Edna Cole	c/o School of Business	323-2186
Dr. Robert S. Kline	c/o School of Business	323-2186
Dr. Jack Roger	c/o School of Education	323-2151

Four-Year branches of the University of South Carolina

University of South Carolina at Aiken, Aiken

Gordon C. Davidson	USC-A Aiken, South Carolina 29801	648-6851

Coastal Carolina College of the University of South Carolina at Conway

James H. Rex	109 S. Dogwood Garden City, South Carolina	651-7538
Patsy Candal	Coastal Carolina College Conway, South Carolina	546-8391
Dennis Wiseman	Coastal Carolina College Conway, South Carolina	248-5447
Lance Bedwell	Coastal Carolina College Conway, South Carolina	347-6329

University of South Carolina at Spartanburg, Spartanburg

Anthony V. Pappas, Jr., Ph.D.	University of South Carolina at Spartanburg	578-1800
Ron Eaglin, Ph.D.	University of South Carolina at Spartanburg	578-1800

Two-Year Regional Campuses of the University of South Carolina

Beaufort Regional Campus, Beaufort
Lancaster Regional Campus, Lancaster
Salkehatchie Regional Campus, Allendale
Sumter Regional Campus, Sumter
Union Regional Campus, Union

STATE AGENCIES

South Carolina Commission for the Blind

Nancy Buchanon	1430 Confederate Avenue Columbia, South Carolina 29201	758-3761
Tom Leach	Same as above	758-2434
Ed Thomas	Same as above	758-2596

South Carolina Department of Consumer Affairs

James W. Luck, Ph.D.	South Carolina Department of Consumer Affairs	(803) 758-2040 1-800-933-1594 Toll Free
Stephen A. Graham, Ph.D. Executive Assistance Consumer Services	Same as above	

South Carolina ETV Network

Jane Livingston	South Carolina ETV P. O. Drawer L Columbia, South Carolina 29250	758-7130

(Jane is our personnel director and could choose appropriate ETV representative depending on topic, audience)

B. S. C. ETV Network High Education Branch

Pat Conner	Instructional Radio Specialist	758-7130
Peter Anderson	Director of Production South Carolina ETV	758-7343
Jane Livingston	Director of Personnel South Carolina ETV	758-7130
Jayne Adair	Creator and Executive Producer "Studio See"	758-7880
Beryl Dakers	Producer "7:30 Newsroom"	758-7333

Rex Schnupp	Deputy Director of Education	758-7333
Harvey Teal	Chief Supervisor Resource Development ITV	758-3661

South Carolina Department of Health and Environmental Control

Harold B. Jayroe Training Director	2600 Bull Street Columbia, South Carolina 29201	758-5541
Jim Vaitkumas Training Division	2600 Bull Street Columbia, South Carolina 29201	758-5541
Leola Wilson Personnel Technician	2600 Bull Street Columbia, South Carolina 29201	758-5451

South Carolina Department of Mental Retardation

Charles M. Luce, Jr.	2712 Middleburg Drive	758-2671
Lonnie A. Bowan, Jr.	2712 Middleburg Drive	758-5306

South Carolina Wil Lou Gray Opportunity School

The school does not have anyone trained in career education and limits any work in career education to incidental or supplementary work in other courses such as Office Occupations.

South Carolina Department of Veteran's Affairs

While we have qualified personnel in the South Carolina Department of Veterans Affairs who are interested in providing consultant services for career education, no one is available for the purposes indicated because our staff is so small. Therefore, none of the following questions are being answered since this agency has no one available to provide consultant services for career education due to the lack of time.

South Carolina Department of Youth Services

Mrs. Joyce Mac	Birchwood High School 5000 Broad River Road Columbia, South Carolina 29210	758-6422

TECHNICAL COLLEGES AND TECHNICAL EDUCATION CENTERS

Aiken Technical Education Center, Aiken

Regular counselors are available, though at present there is no separately identified career education program.

Beaufort Technical Education Center, Beaufort

None

Chesterfield-Marlboro Technical College, Cheraw
Mary Kay Wallace, Admissions and Placement Counselor
Shelly Bowen, Counselor
Cheraw, South Carolina 29520
537-5286

Denmark
None

Florence-Darlington Technical College, Florence
Harry Matthews, Dean of Students
Norman McKee, Field Representative
Eddie Epps, Director of Admissions
Gene Thomas, Director of Guidance and Placement
Florence, South Carolina 29501
622-8151

Greenville Technical College, Greenville
None

Horry-Georgetown Technical College, Conway
J. R. Taylor, Dean of Students
Carlyle Dixon, Admissions Counselor
John Lawing, Registrar
Brian England, Evening Supervisor
Tom Reid, Vice President for Expansion and Development
Liston Barfield, Field Representative
Conway, South Carolina 29526
234-3186

Midlands Technical College, Columbia

Beltline Campus

Richard Sale
Cecil Barnes
Debra James
Duchess Mills
Ron Dooley
Eunice Robinson

Airport Campus

Cathy Nelson
Rick Ricketson
David Damec
Columbia, South Carolina 29203
256-6305

Orangeburg-Calhoun Technical College, Orangeburg

No response

Piedmont Technical College, Greenwood

Dr. Norman L. Murphy Dean of General Education Division	Piedmont Technical College P. O. Drawer 1467 Greenwood, South Carolina 29646	223-8357
Barry W. Russell Director of Career Development Services	Piedmont Technical College P. O. Drawer 1467 Greenwood, South Carolina 29646	223-8357

Spartanburg Technical College, Spartanburg

James Reese, Program Development, Cognitive Style Mapping Project
Roy Bonnell, Jr., Director of Coop and Placement
Jeselle Heatherly, Dean, Continuing Education, Atkins Life Skills Program
Ken Barnhill, Counselor, Cognitive Style Mapping Project
Spartanburg, South Carolina 29301
576-5770

Sumter Area Technical College, Sumter

John McKay	SATC, 506 N. Guignard Sumter, South Carolina 29150	773-9371
Jack Chatham	Same as above	same as above
Jordy Johnson	Same as above	same as above
Fred Shaffer	Same as above	same as above
Kay Dowds	Same as above	same as above
Ray Rollings	Same as above	same as above
Beth Fountain	Same as above	same as above

Tri-County Technical College, Pendleton

Glenn Hellenga, Director of Career Development and Placement
Pendleton, South Carolina 29670
646-3227 Ext. 338

Trident Technical College, Charleston

John L. White	2325 Delano Street Charleston, South Carolina	747-1196

Dr. Gary Kramer	126 Sandtrap Avenue Summerville, South Carolina	871-1378
Dr. F. V. Hower	209 Loblolly Circle Ladson, South Carolina	553-8387

York Technical College, Rock Hill

Elizabeth T. Pope	York Technical College U.S. 21 By-Pass Rock Hill, South Carolina 29730	328-3843
Amanda Ye	York Technical College U.S. 21 By-Pass Rock Hill, South Carolina 29730	328-3843

(Any of the department or division heads are qualified to provide consultant services in their fields if they could find time to do so.)

Williamsburg Technical Vocational and Adult Education Center, Kingstree
No response

CAREER EDUCATION ADVISORY COMMITTEE

Role of Advisory Group

On October 11, 1977, a highly diversified group comprised of twenty-six members was appointed by Dr. Cyril B. Busbee, State Superintendent of Education, from the following constituencies: public, business, industry, labor, and professional groups.

The responsibilities of the advisory group will include:

1. To locate and enlist support and assistance from key state and local sources.
2. To provide a clear linkage at the state level between education and work.
3. To serve as a catalyst for state action and involvement.
4. To provide information regarding educational and educationally related needs and the permanent status of career education within the state.
5. To make input into policy formulation.
6. To make input into the determination of goals and objectives which will best meet the career education needs of special groups such as handicapped, minority, women, etc.

Following are the advisory committee members grouped according to the subcommittee on which they serve.

Subcommittee Listings

State Plan Writing, Editing and Evaluation Subcommittee

Mrs. Alice Badenoch
J. L. Mann High School
61 Isbell Lane
Greenville, South Carolina 29207
Telephone: 288-5864

Dr. H. Dale Holden, Director
Richland School District 2
6831 Brookfield Road
Columbia, South Carolina 29206
Telephone: 788-6240

Mr. James Kiser
South Carolina Personnel and Guidance Association
103 Robinson Building, Lexington Avenue
West Columbia, South Carolina 29169
Telephone:

Dr. G. Gil Woolard, Director
Kershaw County Vocational Center
Route 2
Camden, South Carolina 29020
Telephone: 432-9081

Finance and Legislation Subcommittee

Mr. J. W. Brewton
Division of Youth Services
P. O. Box 21487
Columbia, South Carolina 29221

Mr. Sam Foster, Principal
Northwestern High School
Route 8, Box 3
Rock Hill, South Carolina 29730
Telephone: 328-3814

Mr. Arthur A. Fusco
Assistant Commissioner
Department of Labor
Landmark Center, 3600 Forest Drive
P. O. Box 11329
Columbia, South Carolina

Ms. Angeleen G. Hunter
Manpower Analyst
South Carolina Employment Security Commission
1550 Gadsden Street
P. O. Box 995
Columbia, South Carolina 29202
Telephone: 758-8983

Dr. Gyuri Nemeth
Coordinator, Student Teaching
University of South Carolina
Columbia, South Carolina 29207

Mr. Denny Peeples
746 Adger Road
Columbia, South Carolina 29205
Telephone: 254-2417

Mr. Nick Theodore, Chairman
House Committee on Education
11 Tarralia Drive
Telephone: 242-4290

Public Information, Public Relations, and Publications Subcommittee

Mrs. Sarah D. Brewer
Route 1, Box 56
Florence, South Carolina 29501
Telephone: 669-4141

Ms. Beverly T. Craven, Chairman
Commission on Status of Women
1026 Sumter Street, 2nd Floor
P. O. Box 11467
Columbia, South Carolina 29211
Telephone: 758-3779

Mr. Robert Massey
DUPONT
Camden, South Carolina 29020
Telephone: 432-3411

Mrs. Carolyn C. Morris
Chief Supervisor, Program Section
Columbia, South Carolina 29201
Telephone: 754-7432

Mr. M. R. Newton, Director
Department of Mental Health
Office of Youth Services
2412 Bull Street
Columbia, South Carolina 29201
Telephone: 758-8780

Mr. Dalton Ward, Second Vice President
South Carolina Congress of Parents and Teachers
Department of Education, 1429 Senate Street
Rutledge Building, Room 209-A
Columbia, South Carolina 29201
Telephone: 758-3217

State Affiliations and Linkages Subcommittee

Dr. Robert W. Day
Curriculum Coordinator
State Board for Technical and Comprehensive Education
Rutledge Building, 1429 Senate Street
Columbia, South Carolina 29201
Telephone: 758-7919

Mr. George Cleckler, Supervisor
Division of VR-PS and Youth Programs
Vocational Rehabilitation Department
Room 301, Landmark Center
3600 Forest Drive
Columbia, South Carolina 29204
Telephone: 758-2505

Mrs. Daisy Johnson, Director
Career Planning and Placement
South Carolina State College
Orangeburg, South Carolina 29115
Telephone: 536-7031

Dr. David Mahrer
Career Planning and Placement
Lieber College - USC
Columbia, South Carolina 29208
Telephone: 777-7280

Mr. Bob Moore, State Secondary Guidance Consultant
Office of General Education
South Carolina Department of Education
805 Rutledge Building
Columbia, South Carolina 29201
Telephone: 758-3696

Needs Assessment Subcommittee

Mr. F. Earl Ellis
Deputy Director
South Carolina State Development Board
1201 Gervais Street
P. O. Box 927
Columbia, South Carolina 29202
Telephone: 758-2880

Mr. Orris Bickley, Manager
Employee–Community Relations
General Electric
6071 St. Andrews Road
Columbia, South Carolina
Telephone: 772-2500

Mrs. Jo Ann Kerrey, Chief Supervisor
South Carolina Department of Education
Room 606, Rutledge Building
1429 Senate Street
Columbia, South Carolina 29201
Telephone: 758-7871

Mrs. Glenda M. Locke
Education Specialist
Planning Section
Office of Planning
South Carolina Department of Education
1429 Senate Street
Columbia, South Carolina 29201

Programs, Facilities, and Services

PROGRAMS

Local Education Agencies

Charleston: Student Internship Program—one unit of credit, five hours weekly

Greenville: None

Lexington 2: None

Lexington 3: None

Richland 2: None

Public Postsecondary Institutions

Public Senior Colleges and Universities (graduate and undergraduate)

	Location	Approximate Beginning Date	Person to Contact for More Information
The Citadel, Charleston			
Seminars	Berkeley County Schools	November 1977	J. K. Shelton
Workshops	The Citadel "Helping Professions Workshops"	October 19 & 29, 1978	J. K. Shelton
	South Carolina PMA Convention	April 1978	J. K. Shelton
	The Citadel	April 1978	J. K. Shelton
	The Citadel	September 1977	J. K. Shelton G. Crowley
Summer Session Courses	The Citadel	June 1978	J. K. Shelton G. Crowley
College of Charleston, Charleston			
Workshops	College of Charleston	January 20, 1978 March 15, 1978 September 10, 1978 November 1, 1978	Frank van Aalst
Francis Marion College, Florence			
Seminars	Francis Marion College	On-going	Dr. Kenneth R. Dye
Workshops	Francis Marion College	On-going	Dr. Kenneth R. Dye
Academic Year Courses	Same as above	On-going	Dr. Belva High
Summer Session Courses	Same as above	On-going	Dr. Belva High
Lander College, Greenwood			
Seminars Resume Preparation Job Search Skills Placement Credentials Interviewing Techniques	On campus	Twice weekly	Elizabeth Jarvey
Workshops Group sessions on identification skills involving career planning	On campus	Monthly	

Academic Year Courses Business Administration 103 Career Planning and Development 1 credit hour—open to all students	On campus	January 12, 1978	Elizabeth Jervey

Medical University of South Carolina, Charleston: College of Allied Health Science

Seminars	Medical University of South Carolina	October 1978	Ms. C. Nolen 792-2679
Health Career Day	Medical University of South Carolina	Spring, 1978	Ms. C. Nolen 792-2679

South Carolina State College, Orangeburg

Seminars			
Freshmen Orientation	MLK Auditorium	August 22, 1977	Mrs. D. D. Johnson
Interviewing Techniques	Turner Hall	September 21, 1977	
Senior Class	Mechanical Building	September 26, 1977	
The Humanities and Careers for Women	MLK Auditorium	December 2, 1977	Mrs. D. D. Johnson
Workshops			
Faculty/Administration	J. I. Washington Building	October 5, 1977	
High School	Staley Building	November 3, 1977	
Departments, Math and Computer Science—School of Industrial Education and Engineering Technology—Natural Sciences	Hodge Hall Auditorium	November 3, 1977	
Departments, Education—Health and Physical Education—Library Science—School of Home Economics	Staley Building	November 3, 1977	
Department of Business Administration	SHM Auditorium	November 3, 1977	
Department, Music and Fine Arts—Communications—Modern Languages	Mechanical Building Auditorium	November 3, 1977	
Academic Year Courses			
Cooperative Education 201-202	(Work assignments located throughout the country)	September 6, 1977	
Career Development	210 Staley Building		
Summer Session Courses			
Cooperative Education 201-202	(Work assignments located throughout the country)		

University of South Carolina, Columbia

College of Education, Wardlaw College

Academic Year Courses Career Education is one of eight Community-based education topics covered in EDCO 620	Main Campus	September 1	Jack Lyday or Larry Winecoff
Summer Session Courses	Main Campus (same course is offered each semester off campus at one or two locations by request)	June 1	

Career Planning and Placement, Leiber College

Seminars Jobs Resume Interview	Russell House University Union	Repeated during academic year	Dr. David Mahrer
Workshops Catch 30: An Alumni Careers Workshop	Daniel Management Center	Repeated during academic year	Dr. David Mahrer
Academic Year Courses Careers in Education	Wardlaw College	September, January	Dr. David Mahrer

The organization model for the Careers in Education course is unique in concept and operation. The course goals are centered upon the need for increased commitment to the educational process, and increased knowledge of alternative career options open to a degree holder in education and outside the field.

General Electric Institute, Summer

Seminars	USC, Russell House	June 21, 1978	Dr. Gary M. Miller
Summer Session Courses	USC, Capstone House	June 11, 1978 July 14, 1978 June 19, 1978 June 23, 1978 July 6, 1978 July 7, 1978	Joseph C. Rotter Dr. Gary M. Miller

Winthrop College, Rock Hill

Seminars	Refer to attached "Dates and Times of Placement and Career Planning Workshops"	Frank Joseph
Workshops	Refer to attached "Dates and Times of Placement and Career Planning Workshops"	Frank Joseph

Placement & Career Planning
Bancroft Building
Winthrop College
Rock Hill, South Carolina 29733
(803) 323-2141

Academic Year Courses		
HED 502, Occupational Home Economics		Dr. Carol Bocan
HED 604, Child Care Occupations Education		Dr. Betty Stout
SEC 573, Supervision/Coordination		
BE 598 (Internship)	Rock Hill	Jerry Smith
BE 498 (Internship)	Rock Hill	Jerry Smith
BA 562 (Career Planning)	Winthrop	Frank Joseph
	Chester, South Carolina (Career Education)	Gary Houmes
	Winthrop (Guidance Information)	Bert Powell
Summer Session Courses		
Distributive Education Program SEC 572, Prevocational Education Program Planning		Dr. Sam Greer

Four-Year Branches of the University of South Carolina

University of South Carolina, Aiken: None at this time

Coastal County, Conway

Academic Year Courses	The "Careers in Education" course began in fall 1974 and is a three-hour semester course. It is team taught, and is field-based and competency-based. Education level: postsecondary. Content is career guidance and counseling, career information and cooperative work experience. Materials included are instructional unit, module, cassettes, films, slides, and video tapes.	Dr. James H. Rex
Seminars	Can be tailored to needs	Dr. Pappas Dr. Eaglin
Workshops		
Summer Session Courses	In planning stage	

Technical Colleges and Technical Education Centers

Chesterfield–Marlboro Technical College, Cheraw
P. O. Drawer 928
Cheraw, South Carolina 29520
537-5286 Ext. 52

Workshops are provided, upon request; interviewing and resume writing. On days when a substitute teacher would ordinarily be needed in a course, counselors do career education workshops in that course instead.

A credit course—Psychology 129: Reasoning and Personal Potential—is in the proposal stage for fall 1978.

Florence-Darlington Technical College, Florence
Florence, South Carolina 29501
662-8151

An orientation course is provided for all freshmen and includes career education information.

In a recent summer, a course was available locally through the University of South Carolina. The course, Field Problems in Counseling, included career education work for counselors.

Midlands
Columbia, South Carolina 29203
256-6305

A credit course—Psychology 100: Career Planning and Development—if offered. In addition, counselors do career planning orientation sessions and are available to administer career inventory evaluations.

Spartanburg
Spartanburg, South Carolina 29301
576-5770

A career exploratory course is available in the Atkins Life Skills Program. A monthly seminar on career exploration is offered to developmental education students.

The job placement officer offers resume writing workshops on departmental request.

In the past, vocational exploration groups have been held periodically.

Tri-County Technical College, Pendleton
Pendleton, South Carolina 29670
646-3227 Ext. 228

A credit course—Career Development 101—is offered (began spring 1977) to all students. Workshops on resume writing and interviewing skills are offered.

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Additional Programs

In addition to the foregoing programs noted by institution, following are two programs related to career education in South Carolina.

Project:
A Comprehensive Approach to Career Education
Greenwood, South Carolina

Project Director:
Dr. Norman Murphy
General Education Division
Piedmont Technical College
Post Office Drawer 1208
Greenwood, South Carolina 29646

Participating Institutions: Piedmont Technical College

Assistance Contract Award from Career Education Program for July 1, 1976, to June 30, 1977: $99,281

Contract Award No.: 300760273

Major Objectives:

To install, operate, and evaluate a comprehensive career guidance program which will include an experience-based alternative for career guidance, an on-site career guidance program for Piedmont students employed in area industries, a more occupationally relevant unit for the Human Relations course, as well as modules in interpersonal communication skills and personal awareness.

To develop, operate, and evaluate methods for integrating instruction in basic skills with the "real world" involving competency-based, work-related basic skills modules and an experience-based alternative for the attainment of mathematics and language arts skills.

Project Activities:

A variety of activities will be undertaken this fall in order to prepare for the implementation of the Experience-Based Career Education program in December 1976. These activities include workshops to train the learning coordinators who will identify the resource people from industry who will work with students, analyze the learning opportunities in area industries, and develop the documents to assist students in the design of their individual programs.

Industrial contacts will provide systematic input regarding the mathematical and language art skills required of students exiting each of Piedmont's technically oriented degree programs. General education instructors will do internships in industry to add depth to the information.

Content area reading materials will be developed for three curricula. These materials will have comprehension, critical reading, and vocabulary exercises, and they will be based on textbooks and journals relating to the student's career choice.

Counselors will develop group exercises for the various human relations modules, adapting existing materials from a variety of sources.

Evaluation:

Process and product evaluation will be utilized to determine the progress of activities toward project objectives and the impact of the program(s) on the participants. An advisory committee composed of participants from the business and industrial community will be used to monitor the progress of the Experience-Based Career Education program. The Appalachian Educational Laboratory will conduct the product evaluation connected with the Experience-Based Career Education program with the assistance of Piedmont. Piedmont will conduct the remaining evaluation.

The Experience-Based Career Education component will be evaluated by a pre-and post-test of an experimental and control group in terms of career satisfaction, job performance, possession of basis skills, and changes of locus of control. A study will be made to determine which learning style(s) of students are most predictive of success in Experience-Based Career Education.

The human relations modules developed will be evaluated by Piedmont faculty in terms of their impact on student learning.

Communication:

Materials necessary to implement Experience-Based Career Education at postsecondary institutions (December 8, 1976). Content area reading materials for these curricula (May 30, 1977). Human Relations modules (January 15, 1977). Vocationally related mathematical modules (June 30, 1977). Final project evaluation (August 1, 1977). Article for *Community and Junior College Journal* (April 1, 1977). Research report to ERIC (September 1, 1977).

Demographic Information:

Levels/Groups Served:

13, 14

Teachers, counselors, and administrators

Business/industry persons

Types of Area Served:	Small towns	
Number of Persons Served:	200	
Minority Groups Served:	Black	37%
Income Distribution:	Under $5,000	20%
	$5,000-$9,999	65%
	$10,000-$14,999	15%

Source: United States Office of Education. Office of Career Education. *Profiles of Career Education Projects, Second Year's Program, Fiscal Year 1976 Funding.* Washington, D. C.: Government Printing Office, 1976.

A new project is under way in Region Five of South Carolina at Lancaster. The object of the project is to develop a resource manual in career education for the learning disabled. Further information can be obtained from:

Mary Jane Harper
P. O. Box 1069
102 East Arch
Lancaster, South Carolina 29720

FACILITIES

Local Districts

Charleston County

Cooper River Vocational Center
Gresham Megrett Vocational Program

Greenville County

Experience-Based Career Education Demonstration Model
J. L. Mann High School
61 Isabel Lane
Greenville, South Carolina
(803) 288-9591

Many of the teachers in the schools that were in the Piedmont Schools Project have integrated the concepts of career education into their regular teaching. As far as is documented, no schools have model projects going on that would be available for observation; however, certain individual teachers would not mind being observed in the use of career education methods and concepts.

Lexington 2

Eighth Grade Career Resources Center: Northside Middle
Ninth-Tenth Grade Career Resources Center: Airport and Brookland-Cayce High

Lexington 3

None

Richland 2

Programmatic facilities include a student exploration at the junior high level, as well as mentorship and executive internships for a limited number of talented and gifted students.

Physical facilities include two (as of September 1978) comprehensive 9-12 high schools offering exploration and preparation in selected vocational areas.

Public Postsecondary Institutions

Senior college and universities

The Citadel, Charleston

Auditoriums: Largest holds 600 persons
Black/white audiovisual camera and taping equipment

Clemson University, Clemson

The Department of Industrial Education has the following facilities which are used to prepare teachers for career education:

Arts and Crafts Laboratory
Graphic Arts Laboratory (including Photography)
Woodworking Laboratory
Machine Shop
Electricity/Electronics Laboratory
Power Technology

College of Charleston, Charleston

Career information Center has wide variety of printed materials on occupations, experimental education, career planning, opportunities for women, etc.

Francis Marion College, Florence

The Career Information Center is located in the Office of Guidance and Placement, Stokes Administration Building, Room 101. Various components are involved in the overall operation including career files (all free information gathered over a five-year span), undergraduate and graduate career information, and general information.

Lander College, Greenwood

Career Library

Medical University of South Carolina, Charleston: College of Allied Health Science

Structural observation periods in specific clinical or laboratory areas. By appointment.

South Carolina State College, Orangeburg

First floor Rowe Hall:
  Career Library
  Career Individual Group Counseling Rooms
  Interviewing Rooms
  Audiovisual

University of South Carolina, Columbia

College of Education, Wardlaw College: None

Career Planning and Placement, Lieber College

The Career Planning and Placement Center has incorporated the use of Holland's model of career information organization. The center features graphics depicting personality types and incorporates all career information under a single system. The system is readily entered by the student user without the aid of a professional.

General Electric Institute, Summer
  Conference Center
  Counseling Laboratory:
    Two group counseling rooms
    Four individual counseling rooms
    One observation area

Winthrop

- Instructional Materials Center (provides teachers with career education materials K-12)
- Curriculum Resources Laboratory (copies of major career education projects, nationwide)
- Office Occupation Laboratory (career education and career choice materials)
- Career Planning Library (career analysis, career choice materials and procedures)
- In Home Economics Department:

  Curriculum laboratory houses multimedia curriculum materials and equipment, including books and curriculum guides for all phases of home economics related occupations and career education. Additionally Textile Lab, Industrial Sewing Equipment and Display Room. Also refer to "Guide to Career Information" in section titled "State: Materials."

Four-Year Branches of the University of South Carolina

University of South Carolina at Aiken, Aiken: None

Coastal Carolina College of the University: "Teaching centers" are utilized to provide prospective teachers with early and varied "real life" environments and experiences.

University of South Carolina at Spartanburg, Spartanburg: A Career Development Center equipped with a career library and vocational testing facilities is located on campus.

Two-Year Regional Campuses of the University of South Carolina

Beaufort Regional Campus, Beaufort: No response

Lancaster Regional Campus, Lancaster: No response

Salkehatchie Regional Campus, Allendale: No response

Sumter Regional Campus, Sumter: No response

Union Regional Campus, Union: No response

State Agencies

South Carolina Education TV Network
Television production center: all aspects

South Carolina Educational Television—Higher Education Branch
Internship Program

Governor's Office (carries stipend)
College Intern Program (no stipend)
"Studio See" Intern Program (no stipend)

South Carolina Department of Health and Environmental Control
Internships can be developed to allow interested students to consider careers in health and environmental fields.

South Carolina Department of Youth Services
New and well equipped shops for fourteen different trade or vocational areas in addition to Business Education and Home Economics courses available in the academic area.

Technical Colleges and Technical Education Centers

Aiken Technical Education Center, Aiken
Institution library available but no separately identified career education section.

Beaufort Technical Education Center, Beaufort
None

Chesterfield-Marlboro Technical College, Cheraw
Career education resource room is in the planning/developmental stage.

Denmark Technical Education Center, Denmark
None at present

Florence-Darlington Technical College, Florence
None identified

Greenville Technical College, Greenville
The Student Success Center, a counseling center for our developmental studies students, conducts vocational exploration groups. These expand the student's awareness of career options and helps to clarify information and decisions regarding career choice.

Horry-Georgetown Technical College, Conway
None identified

Midlands Technical College, Columbia
Career Information Center on both Beltline and Airport Campuses.

Orangeburg-Calhoun Technical College, Orangeburg
No response

Piedmont Technical College, Greenwood
Career Development Center houses a wide range of career awareness, self awareness, and career exploration resources and services.

Spartanburg Technical College, Spartanburg
Multi-media Career Education Center in development stage.

Sumter Area Technical College, Sumter
Machine Tool/Tool and Die Laboratory
Automotive Laboratory
Welding Laboratory
Electricity/Electronics Laboratory
Civil Engineering Laboratory and Individualized Study Center

Tri-County Technical College, Pendleton
Career Education library is in developmental stage.

Trident Technical College, Charleston

TTC's Career Development Center is located in Room 202 of our Palmer Campus. The Center consists of six mediated carrels, with media presentations capability in soundslide, and filmstrip, and soon video tape, printed career materials ranging from career encyclopedias to pamphlets and brochures. These facilities will be enlarged during 1978.

York Technical College, Rock Hill

Learning Resource Center set up in designated section of library. Weekly displays made of "Career Emphasis for the Week." Designated spots and machines are set up for use of audiovisuals by students. Career Planning Program is offered twice weekly with group discussion sessions when student reports are received.

Williamsburg Technical Vocational and Adult Education Center, Kingstree

No response

SERVICES

Public Postsecondary Institutions

Senior colleges and universities

College of Charleston

Staff has expertise in the following:

Internships, work experience, experimental learning
Life/work planning: individual and group approaches
Job search skills

Staff have experience in program development and needs assessment and evaluation. Available on limited basis to assist local districts.

Francis Marion

Limited to personnel activities

Medical University of South Carolina, Charleston—Allied Health Science

None

South Carolina State

On-site visits to LEAs
Field diagnosis of LEAs

University of South Carolina

College of Education

As requested by the LEA staff have evaluated numerous career education programs in South Carolina and other parts of the country.

Career Planning and Placement Office

Although there are no currently identifiable evaluation services-reference program evaluation, there are personal evaluation services available to eligible students of the University of South Carolina.

General Electric Institute

A needs assessment service along with approaches for developing goal statements, objectives, and action plans as well as evaluation procedures is available. In addition, workshop planning procedures can be provided.

Winthrop

All home economics education faculty are qualified to offer consultant services. D. E. teacher educator works as a consultant with LEAs and State Department.

Principal's needs assessment forms and teachers' needs assessment forms have been developed for LEA use.

Dr. Houmes has served as project evaluator in Georgia and Florida.

Dr. Boger has served as educational program evaluation specialist.

Dr. Powell consults with guidance counselors on career information and placement services.

Dr. Greer evaluates distributive education and vocational education programs.

Mr. Joseph and Mr. Smith consult on career planning for college, postsecondary education, and vocations.

Dr. Cole and Dr. Kline evaluate office occupations programs.

Four-Year Branches of the University of South Carolina

Aiken:	None
Coastal:	A number of faculty are available to assist LEAs plan, develop, and/or evaluate career education programs and materials.
Spartanburg:	Individual assessment can be tailored to goals of career education at any level. Both Dr. Eaglin and Dr. Pappas are educational psychologists with expertise in measurement and research.